Pearson | MyLab | World Languages®
Instructor Quick Start Guide

Register/Set Up Your Course/Assign Activities & Assignments/Set Up Gradebook/
Quick Start Checklist/Training & Support Resources

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**IMPORTANT:** This guide only applies to users not integrating with a LMS (Learning Management System). If you use LMS integration, refer to the appropriate LMS 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.

**Tips**

- **Use your email address for your login.** It is unique and easy to remember.
- **Your educator subscription lasts for 3 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.
- **Refer to the Planning Toolkit to help you get the most out of Pearson MyLab Languages.** It includes checklists, best practices, and worksheets for planning, implementation, and evaluation.

**Step-by-Step Instructions**

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

2. Select **Yes, I have an access code,** then follow the instructions.

3. Once you have received confirmation that your account has been created, you can return to [http://www.pearsonmylabandmastering.com/northamerica/mylanguagelabs](http://www.pearsonmylabandmastering.com/northamerica/mylanguagelabs) and Sign In. Once you're signed in, you can set up your course.
SET UP YOUR COURSE

Before You Get Started
A system check verifies browser and operating system compatibility on the sign in page and provides a notification message. Ensure that your computer meets the system requirements for your course, and later emphasize to students that they should do the same. System requirement information is also within the Pearson MyLab Languages course.

Create and Set Up Your Course or Courses
Whether you are a Program Administrator/Coordinator, Program Designer, Course Instructor, or Section Instructor (with full instructor access) responsible for creating your own sections, the first step is to create a course.

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Sign in at [http://www.pearsonmylabandmastering.com/northamerica/my languagelabs](http://www.pearsonmylabandmastering.com/northamerica/mylanguagelabs) to get to the My Courses and Testbanks page where you create your courses.

You can either create a single course or a program course that will house your templates and sections.

Create a Single Course:

a. Click on Create a Course

b. Search the Catalog by Textbook or Discipline
c. Once you have located your book, click on Select Course (If you are looking for a Member/Section course Click Select Program which we will go over below)

d. Enter in the course information and then click Finish

Create a Program Course that houses your Template and Section courses

a. Click on Create a Course

b. Search the Catalog by Textbook or Discipline

c. Once you have located your book, click on Select Program
d. Enter the name of your Template, then click Finish.

e. Click on your Program course from your MyCourse Home Page. You will know it is a Program course, as there is no Course ID under it.

f. To add a Template, click the +Add. A pop up window will ask you to confirm that you want a template.

g. To add a Section, click on the Sections tab and click +Add. A new window will pop up. Fill in the required information requested and click Add and Close.

- VIDEO: How to Create Your MyLab Languages Course
- VIDEO: How to Create Your Program/Templates with Sections
- VIDEO: How to Copy a Course
IMPORTANT: If you are creating a Program/Template and Section course, build and customize your Program/Template course BEFORE any sections are created. Although there are some shared content and settings features for Pearson MyLab Languages course groups, it is a best practice to complete set up and customizations before sections are created. Course Set Up and Customization Videos:

Send Students Registration Instructions:
Make use of the student registration handout that can be easily accessed from the Get Your Students Started from the Educator’s Training & Support Page.

Your students will need three things:

- An email address
- An access code
- A course ID

Your course ID is located on your My Courses and TestBanks page

Your course ID can also be located from within your course

If you are using a Program/Template and Section course, the course ID is found by clicking on the Program then clicking on the Sections tab.
COURSE OVERVIEW

Once you've created your course, click on the course name to enter it. The course layout contains these important areas.

1. **Getting Started:** When you first enter your new course, there are five steps to getting started. Please make sure that you have gone through the Tune-Up Your Browser, Disable Popup Blockers, Set the Course Time Zone, Set-Up Your E-text, and Take the Tour steps to have the best course experience.

2. **Course Menu:** Navigate between course pages using the navigation menu. To get to the Assignment Calendar, Course Materials, MyTest, Gradebook, and Communicate, click on the appropriate tab.

3. **Notifications and Alerts:** This area is divided into three sections: Alerts, Action Items and Performances. These various sections will give you a snapshot view of how students are performing in your course. This area will also inform you if there are any assignments that you might need to grade or any unread messages you might have.

4. **Resources:** In this area you will find extra resources for both you and your students. The items here include the E-text, Tutorials, User Guide, and More Resources.

5. **Assignment Calendar:** You and students can use the calendar to locate assigned items and to view assignment due dates and notes. Icons are used to identify days on which items are due.

6. **Announcements:** This is the area that you can use to post announcements to your class.
**IMPORTANT:** When setting your Course Time Zone, there are two Time Zone Settings you should change in your course. The first one is in **My Profile** at the top right of your screen. The second one is in **Preferences** also in the top right of your screen. We recommend setting up your Course Time Zone before students enroll to eliminate any confusion around time zones.

- **VIDEO: Setting Update Course Time Zone**

**IMPORTANT:** If you are using the E-text, please click on the E-text link in your instructor view to activate the eText for students. Without instructor activation, students are not able to view their eText. This step allows students to access it.

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**ASSIGN ACTIVITIES AND ASSIGNMENTS**

**Assign Content**

Every activity that is added to My Course will appear in the Gradebook. However, activities and assessments will not be included in the calculation of a student's grade unless they are assigned. This allows you to include some activities that are just for practice.

There are several different ways that content is available to students:

- Student Content is available for practice without assigning
- Assign Content without a Due Date
- Assign Content with a Due Date
- Assign Content with an Availability Window

**IMPORTANT:** For the activities you want included in student grades, it is very important that you check the student view of Course Materials to be sure they are assigned. If they are not assigned, there are several ways to assign activities. Watch the following video to learn how to assign activities with and without specific due dates to match your course syllabus.

**To Assign Content without a Due Date**

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1. Go to the Course Materials tab. Then navigate to the assignment that you would like your students to work on.
2. Click the check box next to the assignment or assignments that you want to assign.
3. Click on the Assign/Unassign link in the upper right hand corner.

To Assign Content with a Due Date

1. Go to the Assignment Calendar tab. Then navigate to the assignment that you would like your students to work on.
2. Click the check box next to the assignment or assignments that you want to assign.
3. Drag the assignments over to the date in which you would like to have them due. The Alarm Clock icon appears when an assignment has a due date.

To Assign Content with an Availability Window
1. Go to the Course Materials tab. Then navigate to the assignment that you would like your students to work on.
2. Click the drop down arrow next to the assignment and choose Properties.
3. A new window will pop up. Choose your availability window and then click Save. Once scheduled, the date range will appear with a checkmark under the assignment.

- **VIDEO: Assigning Activities with Due Dates**
- **VIDEO: Changing a Due Date via Assignments Calendar**
- **VIDEO: Assigning Activities without Due Dates Coming Soon**
- **VIDEO: Uploading Course Materials across Multiple Sections**
- **Video: Uploading and Changing Due Dates Across Multiple Sections**

**Tip:** Refer to the [Planning Toolkit](#) to help you plan which MyLab Languages activities to assign for practice or for a grade. In addition, refer to the [Implementation Guide](#) for a detailed walkthrough of the types of activities and assignments available.

**Set Activity Preferences**
Pearson MyLab Languages allows you to set various preferences for activities. Customizing your activity preferences allows you to dictate how you want the activity delivered and how students will interact with them. For example, you can specify the number of attempts for an activity, the number of attempts for each question, the amount of time students are...
permitted in order to complete an activity, add a grace period, enforce a late submission deduction, and more.

**NOTE:** that the available preferences options vary with the type of activity, but the process is the same.

There are two ways to set preferences in Pearson MyLab Languages:

- By assignment category
- Individually by activity or assessment

### Preferences

If your course provides consistent preferences for activities in each assignment category, setting the Basic Preferences is the fastest and easiest way to set preferences in your course. If there are some “one-off” exclusions, you can always set individual preferences for those activities at any time to override the Basic Preference settings. Most of the time the Basic Preferences will be what you need for your course. To find Basic Preferences, click on Preferences in the upper right hand corner of your screen. If a preference is not listed in Basic Preferences, click on Go to Advanced Preferences.

![Basic Preferences](image)

### Individual Activity Preferences

If you have varying preferences for each activity in any given category, or need to override a basic preference setting for an activity, you can set preferences on any individual item as well.
The process of setting preferences to an individual activity can be performed from the Instructor Assignment Calendar, Add from the Library, or Manage Course Material areas of your course (1 and 2). This can be done by clicking on the dropdown arrow next activity (3) and then choosing Edit. A new window will open. From the Edit screen, click on the Preferences Tab (4).

SET UP YOUR GRADEBOOK

Your Pearson MyLab Languages Gradebook is an incredibly powerful and useful tool. Refer to the video below to get an overview of the Gradebook.

VIDEO: How to Navigate the Gradebook

Set Up Gradebook Columns

In order to get the most out of your gradebook, you need to set up columns and have it automatically calculate your data in a way that is most useful for you to measure the learning outcomes of your students.

To learn more about creating custom calculated columns to include in a custom total column to reflect the weighting in your course, watch the following video:

VIDEO: Overview of Custom Columns Options

Set Up Grading Preferences

To learn more about how to adjust the grading preferences for your course, read the following Help Documentation topic.

Help Documentation: Set Grading Preferences
Set Up a Custom Gradebook View

**IMPORTANT:** A best practice is to use a custom view of the Gradebook so you can see all the assignments without drilling through folders.

Help Documentation: How to Setup a Custom View of the Gradebook

Running Reports to View Student Results

Pearson MyLab Languages offers a lot of reporting features and provides course and student data at your fingertips. There are many reports available to create in your Pearson MyLab Languages course that can be useful throughout the term. Click here to learn more about the available reports.

Some best practices for reporting include:

- Measure Student Success
- Plan (Lectures in Current Term and Course Set Up for Concurrent Terms)
- Motivate Students at the Term Start with Statistics from Previous Courses
- Motivate Students at Midterm with Current Course Data
- Collect Support for Accreditation or Performance Reviews (Tenure/Annual/etc.)

Help Documentation: How to Create and Run a Report

To learn more about gradebook and results strategies, read more about the gradebook and results in the Instructor Implementation Guide.
# QUICK START CHECKLIST

## Course Set Up – Prior to Term

- I have reviewed the [system requirements](#).
- I have an Educator or Section Instructor Account set up.
- I have attended training with my Pearson Sales Representative or my Customer Success Rep.
- I have reviewed the [Planning Toolkit](#) and [How Do I? Videos](#).
- I have bookmarked [Instructor Help](#) and know how to contact [Pearson Support](#).
- I have created a new coordinator course, copied another instructor or the program admin’s course, or copied my course from a prior term.
- If applicable, I have built and customized my coordinator course before creating sections.
- I have set the proper time zone in my course.
- I have kept assignment due dates consistent from week to week.
- I have provided both formative and summative assessments for students.
- I have created a custom view of my Gradebook to easily see results in my course.
- I have set up my Gradebook to match my syllabus.
- I have reviewed the Notifications panel settings and adjusted as needed.
- I have reviewed the system defaults for course preferences and settings as listed in the [Planning Toolkit](#) and made adjustments if needed.
- I have assigned activities and assignments and set due dates on the course calendar as needed.
- I have required MyLab Languages for at least 10-20 percent of the course grade.
- If applicable, I have created any needed sections from the coordinator course.
- If applicable, I have click on the E-text to allow my students access to the E-text.

## Working with Students – Prior to Term / Start of Term

- I have shared the [registration document](#) for my course with my students.
- I have directed students to the [system requirements](#) and shared [Pearson Support](#) info with them.
- I have encouraged students to use the resources available within MyLab Languages such as the Student Guide, Dynamic Study Modules, and so on.
- I have shared data from [educator studies](#) so students see the value of MyLab Languages.
- I have kept my roster current by dropping students from the roster.
- I have used the Notifications panel to monitor student activities and performance.
- I have set clear expectations with students with an email welcome letter and detailed syllabus.
- I have prepared a “First Class” agenda.

## TRAINING & SUPPORT RESOURCES

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

**Get Your Students Started Resources**: This link provides all the information students would need to get started in your course.

**Online Help**: Provides detailed information about MyLab World Languages features and functions. Also available from within your MyLab World Languages course.

**How Do I? Videos**: Short videos that demonstrate tasks such as creating an assignment or using the gradebook. Videos are also available from within the Learn More area on your Course Home page.

**LMS Integration Resources**: Guides and videos are available to support standard integration with Blackboard, Brightspace by D2L, Canvas, and Moodle.

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