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Handbook for teaching with Learning Catalytics

Your step-by-step guide to a successful first term with Learning Catalytics.

Contents

Part 1: Get Started

Set up your Pearson account and course

Welcome to Learning Catalytics! We're the Pearson Customer Success group, and we've put together this book of essential information to empower your use of Learning Catalytics. We want to ensure that you've completed all the required steps, and have all the necessary information, to successfully teach your course using Learning Catalytics. This is not an instruction book or a reference book. This handbook is designed to do two things:

- Make sure that you can confidently teach and oversee your first Learning Catalytics course.
- Introduce you to the many different sources of help that are always at your disposal — whether they're guides like this, websites, videos, tutorials, online help, or webinars — so that you're never at the mercy of someone else's schedule when you need a question answered.

> *Throughout this guide, you will see hyperlinks that say, for instance, "Watch this video" or "we encourage you to start assigning content in your course."*
> *These links lead you to other Pearson or Internet resources with even more useful information. If you have time, take the opportunity to explore!*

Please take a moment now to complete these time-sensitive actions:

1. Ensure you have a working Pearson account at learningcatalytics.com.
2. Create your Learning Catalytics course for the upcoming term.

Now your students will be able to register for and join your Learning Catalytics sessions on the first day of class. To learn more about Learning Catalytics activities, please refer to the Learning Catalytics guide. Or select Help at the top of any Learning Catalytics screen to display Instructor Help.

To learn more, please attend one of our virtual Learning Catalytics sessions.

Part 2: Modules

Manage your Learning Catalytics modules.

You're ready to [manage your Learning Catalytics modules](#). Modules are pre-selected sets of questions. Set your modules up before teaching with Learning Catalytics and then deliver a module of questions to students via Learning Catalytics sessions.

Use the Help pages to find information about creating different types of Learning Catalytics modules and delivering them in sessions to students.

Part 3: Student registration

Communicate expectations with students

Give this brief [registration presentation](#) to students on the first day of class. It walks them through the steps they'll need to take to successfully join your course and access sessions.

To learn more, please attend one of our virtual [Learning Catalytics sessions](#) such as "*Best Practices for Student Registration in Learning Catalytics*."

Part 4: Connect with students

Assess student progress

Once students are submitting work, let's review some ways that Learning Catalytics can best serve the needs of your course and your students.

- [Review sessions results](#) for the entire class.
- [Review performance](#) for individual students to identify those who are struggling. You can email students directly from the results page.
- Enter results for [manually scores questions](#).

Learn more about scoring options and additional results views in the [Instructor Help](#) available from any Learning Catalytics page.

Part 5: Prepare for next term

Copy your course.

When you [copy one of your Learning Catalytics courses](#), your previous modules will be copied forward. You can also copy modules individually from another course.

Download scores

Within the Learning Catalytics gradebook, you can download scores by selecting the **Download** button at the top of the page.

Confirm location requirements

If the class is offered in a different location next term, check with your school's IT department to confirm that the new location is equipped for Learning Catalytics. For instructor-led synchronous sessions, we recommend that the location be able to accept simultaneous connections from **three times as many participants** as there are students enrolled in the class.

Connect with Pearson Support

If you or your students encounter technical errors accessing or using MyLab IT, connect with [Pearson 24/7 Support](#) at https://support.pearson.com/getsupport/s/contactsupport.