MyLab Languages Quick Start Guide

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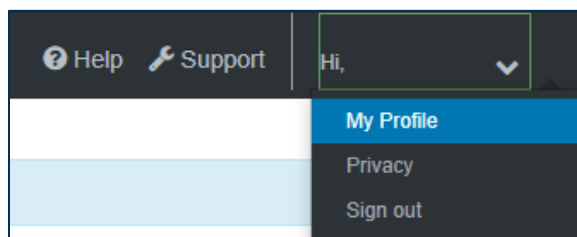
Set Your Time Zone

Make sure your time zone settings are correct!

1. Sign in at mylanguagelabs.com/
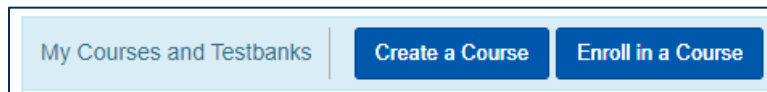2. Select **My Profile** under your name.

3. Select your time zone from the drop-down menu and then select **Save**.
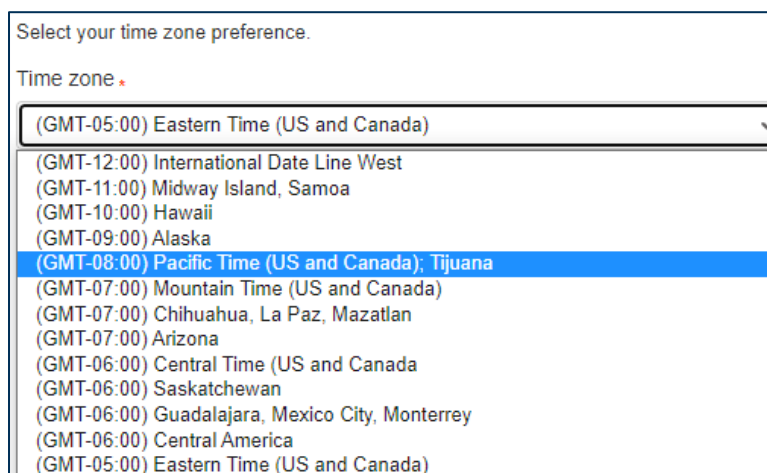
Create Your Course or Program

1. Login to MyLab for World Languages and select **Create a Course**.

2. Search for your textbook either by name, author, ISBN, or search by discipline.
3. In most cases, you will be provided with the option to create either a Course or a Program. If you are only teaching one section or if you're just looking to create a single, standalone course, choose **Select Course**. Next, fill out the prompts to create your standalone course. If you are teaching multiple sections or if you are the Coordinator overseeing many sections, choose **Select Program**. *See the next section on how to set up your Program.*

> *Course creation may take a few minutes. You'll receive an email confirmation when your course or program is ready to use.*

Set Up a Program

If you are teaching multiple sections or are the Coordinator overseeing many sections, you'll want to create a Program instead of a Course. A Program allows you to create a template course, copy the template to create multiple sections, and then deploy those sections across multiple instructors. As the Program owner, you'll have full access to all sections at all times, making it easy for you to manage and coordinate many sections at once.

1. Once you've searched and selected a Program to create (see Create Your Course or Program above for more info on searching for course materials), name your Program and select **Finish**. *You'll receive an email when your Program is ready to use.*
2. Once your Program is ready, select the name of your Program or **Open** to access your templates and sections.

When you open the Program, you will be taken to the templates tab.

> *You should fully set-up your course in the template prior to creating your sections. Once you create your sections, any changes you make to the template will NOT affect the sections.*

3. To access and set up your template select the template name.
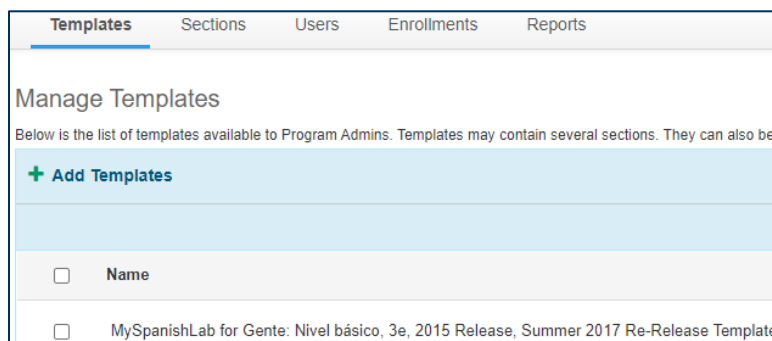
Set Up the Template

Basic preferences

Make sure you set your preferences before assigning any activities!

1. Before you access the preferences screen make sure you know the answers to the following questions:

    o   What time do you want assignments to be due?
    o   How many tries do you want the students to have on assigned activities?

2. Open your template and select Preferences, in the upper right corner of the screen.

Course Time Zone (Different than Profile Time Zone)

3. In the basic preferences menu, select **Change across from Time Zone**.
4. Check: **Enable multiple locales to users**.
5. Choose your Time Zone
6. Check: **Course overrides user profile preferences**.

    o   If you have students in multiple locations and you want them to choose their display time zone, uncheck this box.

7. Select **Save Preferences**.

Due Time

The default due time for all activities is 11:59pm. To change the due time:

1. In the basic preferences menu, select **Change across from due time**.
2. Scroll down to Make All Activities Due at and enter the due time you would like for activities.

3. Select **Apply to All**.
4. Select **Save Preferences**.

> *Please note that a best practice when setting the due time is to not have work due at 12:00am. This can be confusing to students. If you would like work due at midnight we suggest you set the due time to 11:59pm.*

Activity Settings

Adjust behavioral settings based on activity type quickly from the Basic Preferences.

Student Activity Manual (SAM) Activities

For SAM Activities, by default students have unlimited attempts, so they can continue working on an activity until they receive 100%. To change this default setting:

1. Select **SAM Activities** type in the basic preferences.
2. Select **Change for number of attempts**.
3. In the second column of the window that opens you will see Number of Attempts. To limit that number, select **Specify Number of Attempts** and enter the number of attempts you would like students to have on SAM activities.
4. Select **Apply to All**.

Make the eText Available to Your Students

You must open the eText so your students will be able to access this resource. If you do not complete this step then your students will receive an error message when they try to access the eText from any location within the course.

1. Select **eText** in the upper right of the course.

2. Let the eText fully load.
3. Close the eText.

Assign Activities

1. Select **Assignment Calendar**.
2. Select the Chapter folder to access the resources for that chapter and then select the folder for the resources you would like to assign.
3. Check the boxes next to activities you want due on a specific day.
4. To set the due date, place your cursor over the checked activities and drag and drop to the due date on the calendar. If you are assigning multiple activities to a specific day, and have checked multiple boxes, then drag one of the items you have selected, and all of the checked activities will be assigned.
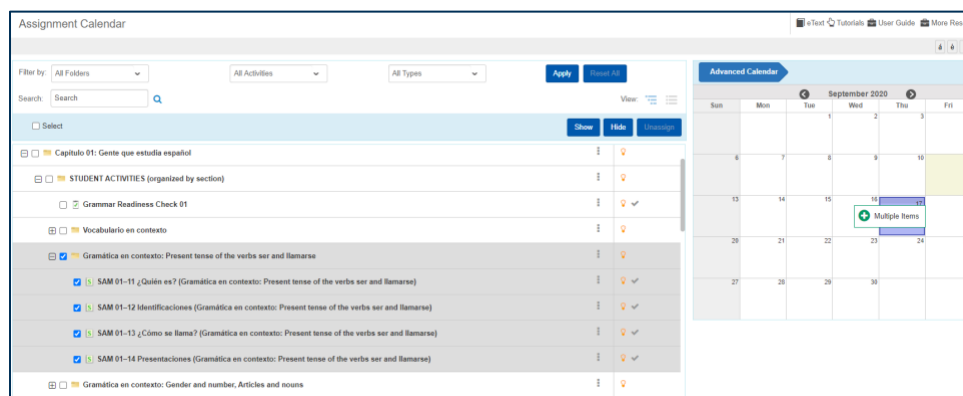
5. If you need to change a due date, reorder an assignment, or unassign an item or items then select **Advanced Calendar**.
6. To change the due date for an item or items, or to remove an item or items, select the alarm clock on the due date for these items and then check the box next to the items that you would like to move or remove.

   o Select the appropriate button either move or unassign, and then follow the onscreen directions.

Create an Online Test

MyTest is a powerful assessment creation tool that complements Pearson materials. You can use MyLab Languages to assign and schedule assessments for students. If you would like to create a printed test for use in the classroom, please use the word testbank located in the Instructor Resources.

1. Select **MyTest**.

2. Under Manage your Tests select **New Test**.
3. Enter a Name.
4. Select **Test as Activity Type**.
5. Select **Create Test**.

> *Once chosen, the activity type cannot be changed. The activity type associates the test with the preferences that are set for that activity type.*
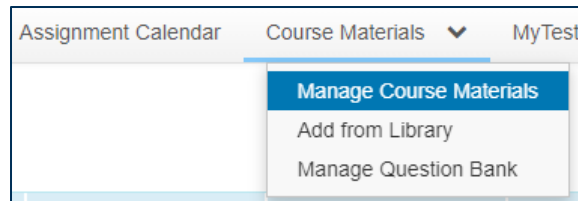
6. Use the folders to choose questions to add to the test and select Add.

7. When you have finished creating a new test select **Save** and choose **Save** from the menu.
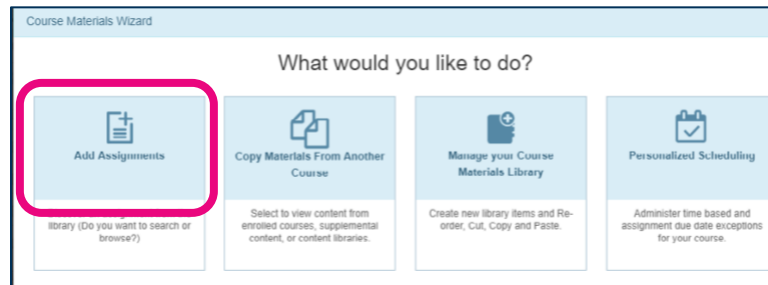

Assign Your Test

MyTest assessments can be added to your course materials and scheduled for students.

8. After creating a MyTest assessment, select **Manage Course Materials**.

| Assignment Calendar	Course Materials ⌄	MyTest

Manage Course Materials
Add from Library
Manage Question Bank

9. Select **Add Assignments**.

Course Materials Wizard

What would you like to do?

Add Assignments	Copy Materials From Another Course	Manage your Course Materials Library	Personalized Scheduling
library (Do you want to search or browse?)	Select to view content from enrolled courses, supplemental content, or content libraries.	Create new library items and Re-order, Cut, Copy and Paste.	Administer time based and assignment due date exceptions for your course.

10. Select **My Tests Folder** from the Course Materials Library.
11. Check the box for your test.
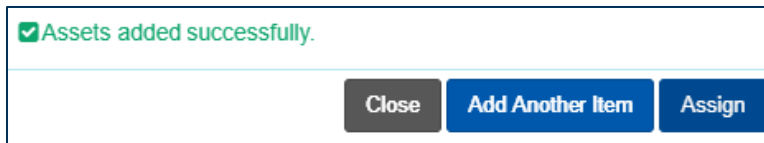12. Select **Add to MyCourse**.
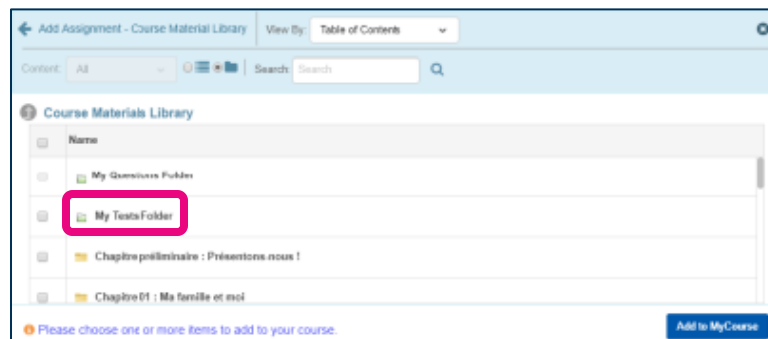
13. If desired, create or select a folder for your test.
14. Select **Add to MyCourse**.
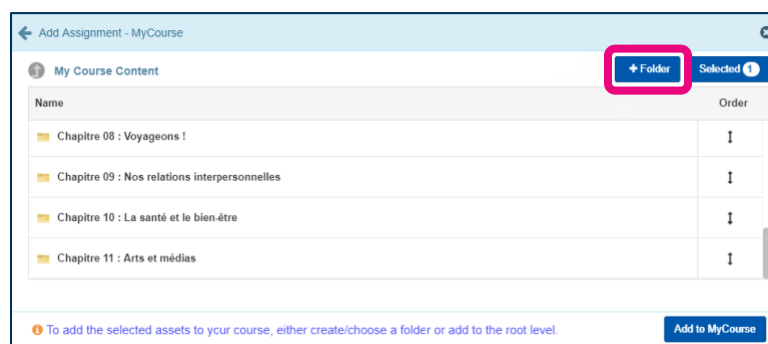
15. Select **Assign** to set scheduling options for the MyTest assessment.

Set Up Your Gradebook

Your Pearson MyLab Gradebook is an incredibly powerful and useful tool. Get and overview of the gradebook form the Help page Navigate the Gradebook.

ℹ MyLab for World Languages has a new, rebuilt Gradebook! The Rebuilt Gradebook features a new look, faster loading times, and new search and filter options. The Rebuilt Gradebook will become the default Gradebook in June of 2021. Until then, you can optionally enable it in Preferences. Want to try out the Rebuilt Gradebook now? Select **Preferences** > **Go to Advanced Preferences** > **Change UI for Gradebook** > **Save Preferences**.

▶   Watch an overview of the new MyLab Languages Rebuilt Gradebook

Gradebook Columns

In order to get the most out of your gradebook, set up columns and have them automatically calculate your data in the most useful way to measure the learning outcomes of your students.

Set Up a Custom Gradebook View (Legacy Gradebook only)

Use a custom view of the Gradebook so you can see all the assignments you give students without drilling through folders. *If you have enabled the new MyLab World Languages Gradebook, the Custom View is no longer supported.*

Create Sections

Once you have built the template you can then create sections.

1. From the Program home page, select **Sections**.
2. To create sections Select **Add Sections**.
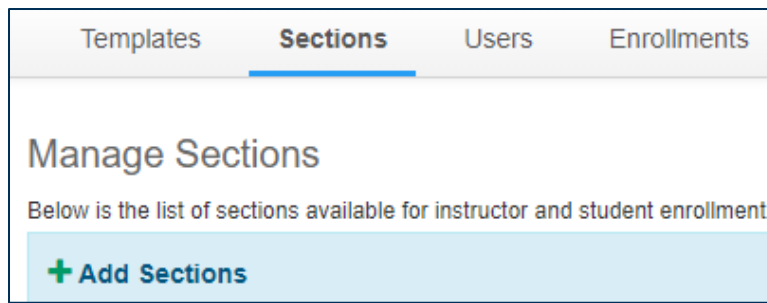
3. Name your section, choose the Template the sections will be based upon, enter the number of sections you need, choose the start and end dates for the sections
4. Do not check Copy My Course Content.
5. Select **Add and Close**.

6. Once your sections are active you can find the course IDs in line with the name of each section.
7. To access individual sections simply select the section name.

Add Instructors and Students to Sections

Provide instructors and students with the appropriate course ID and they will enroll from their individual accounts from mylanguagelabs.com/.

Teach with MyLab (Today's View)

The Today's View is designed to save you time managing your course and reviewing student progress. This page provides an overview of all activity in your course. You have access to student activities and performance and any items requiring your attention.

Notifications

- Customize: Adjust preferences for Today's View displays
- Activities to Grade: Activities requiring instructor grading. You can review and grade student submissions right from this area.
- Late Submissions: Late work (that doesn't have an automatic grace period deduction) can be accepted or declined from this view.
- Activities Past Due: Activities that have not been completed, and the due date has passed.
- Activities Not Passed: Activities completed with a score that is below the passing threshold
- Idle Students: Students who have not logged in recently (You can adjust the timeframe on the Customize page.
- Unread Comments: Instructor comments on activities that have not yet been read by students.

Calendar

The calendar shows a snapshot of activities and due dates.
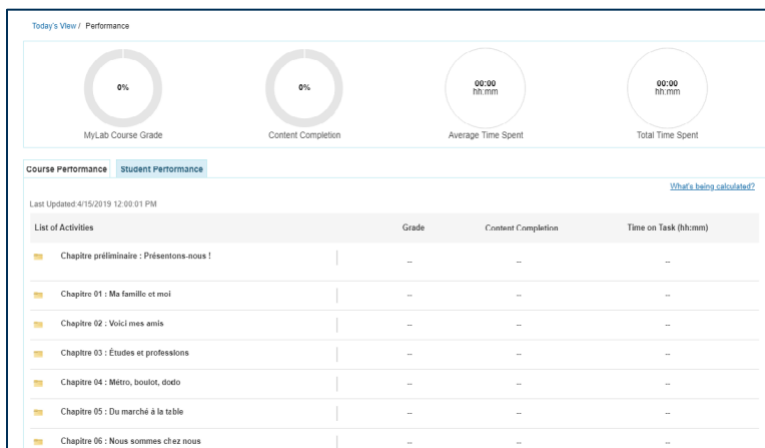
Performance Dashboard

The Overall Performance of students in the course is displayed in quick graphs on Today's View.

MyLab course grade, percentage of content completion, average time spent, and total time spent are displayed on the Today's view.
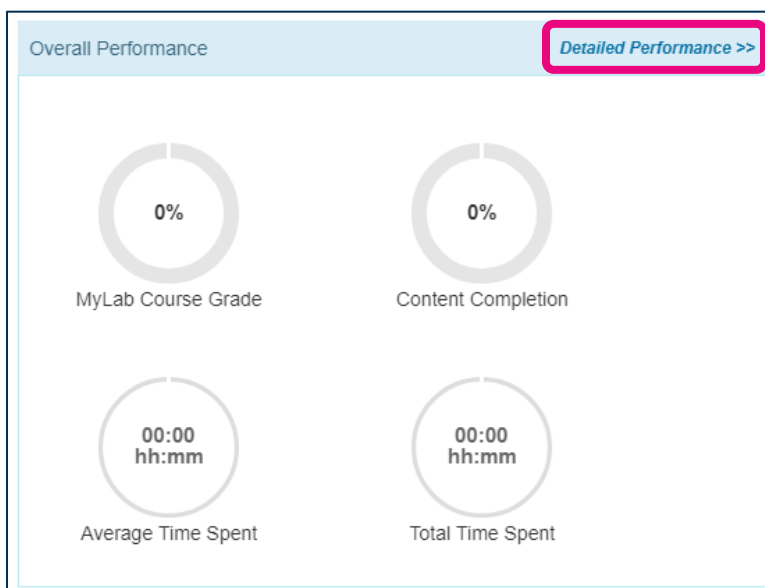
Select **Detailed Performance** to see more activity, chapter, or student performance reports.
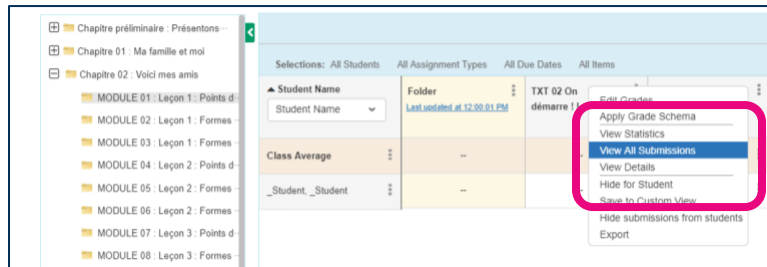

Gradebook (View Submissions)

The default view in your Gradebook shows scores for completed activities assigned in your MyLab course. A student's highest score on an activity is recorded by default in the Gradebook. Instructors can review and access all submissions for any activity in the Gradebook. If your student has a question about any activity they submitted, use view submissions to look at their answers.

View Submissions in Legacy Gradebook

1. Select **Gradebook**.
2. Navigate to the folder containing the activity.
3. Select the options down menu.
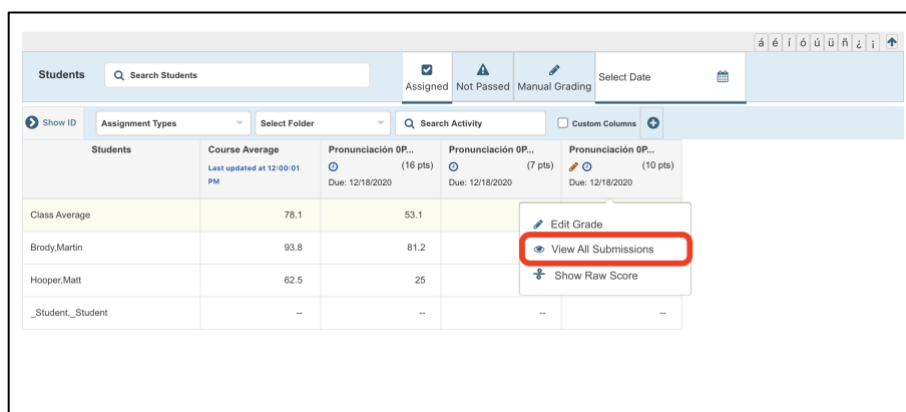4. Select **View All Submissions**.

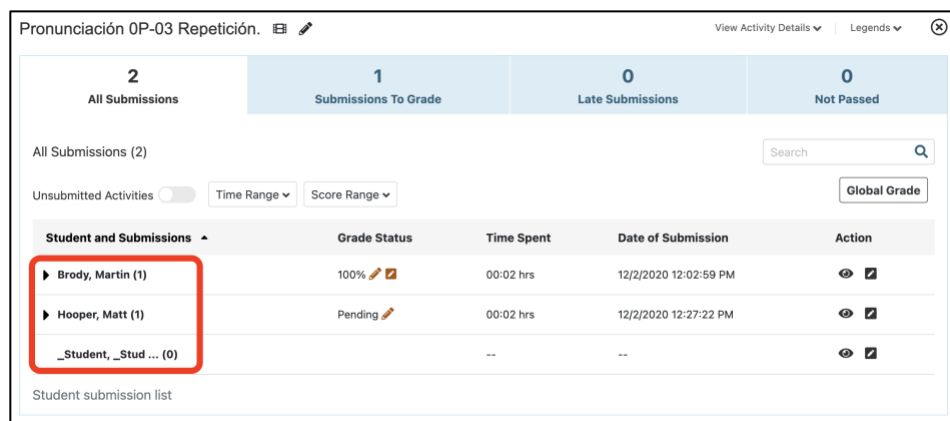5. Select a student's name to open submission(s) for only that student.

View Submissions in the New Gradebook

You currently have the option to enable the new MyLab for World Languages Gradebook in Preferences. Select Preferences > Go to Advanced Preferences > Change UI for Gradebook > Save Preferences to enable it. The new Gradebook will become the default Gradebook in June of 2021.

6. Select **Gradebook**.
7. Use search and/or filters to find the activity.
8. Select the activity's title and choose **View All Submissions**.

9. Select a student's name to open submission(s) for only that student.

You can use the MyLab Gradebook as the primary Gradebook for your course. Learn more about [creating columns and filtering the display](#).

Evaluate Class and Student Performance

Run Reports to View Student Results

Pearson MyLab includes reporting features providing course and student data at your fingertips. There are many reports available to create in your Pearson MyLab course that can be useful throughout the term. [Learn more about the available reports](#).

Some common uses for running reports are:

- 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.)

Learn More

- Attend one of our [MyLab Languages Just-in-Time trainings](#). These on-demand webinars cover a variety of topics for new users and instructors looking to dig deeper.
- [How do I? Help](#) Use the Help ? in your course for how-to information.
- [Pearson Support](#) is always available. Start searching our support database at [support.pearson.com](#).
- Accessibility questions? email [disability.support@pearson.com](#).