



Pearson

# MyLab Quick Start Guide

For MyLab™ Anthropology, Art, Communication, History, Music, Political Science, Psychology, Religion, and Sociology.

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## Get Started

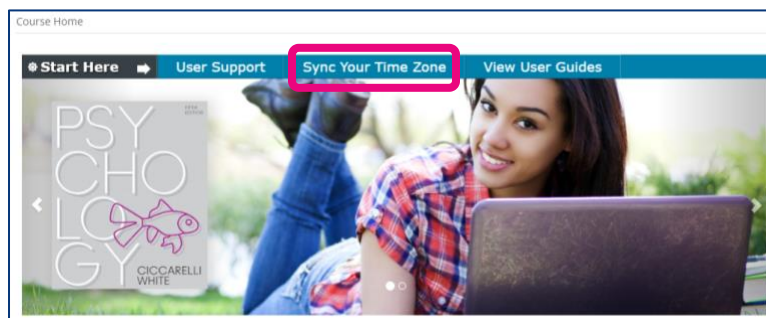
You'll need to first access the guides below to get started. They'll walk you through registering for a Pearson account, creating your course, and integrating with your Learning Management System (LMS) if you're using one.

*Note: Pearson direct integration, Pearson partner integration, and Pearson Seamless have unique integration guides. For those guides, contact Pearson Customer Success at [customersuccess@pearson.com](mailto:customersuccess@pearson.com).*

- [Get Started with Pearson \(No LMS\)](#)
- [Get Started with Pearson and Blackboard](#)
- [Get Started with Pearson and Brightspace](#)
- [Get Started with Pearson and Canvas](#)
- [Get Started with Pearson and Moodle](#)

## Course Overview

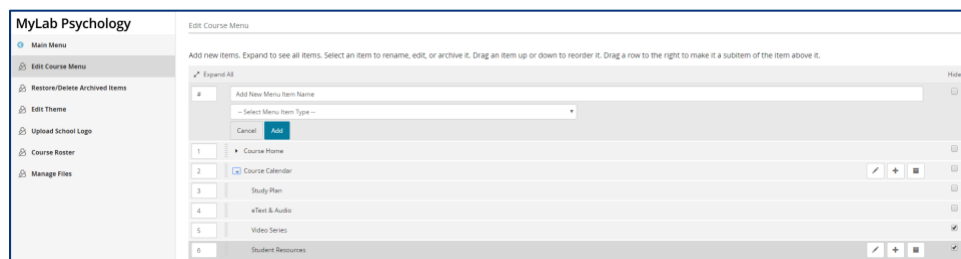
**Course Home:** When you first enter your course make sure that you **Sync Your Time Zone** and [Set the Course Time Zone](#).



**Course Menu:** Navigate between course pages using the navigation menu. From this menu, both students and instructors can access the materials needed for the course. Go back to your My Courses page by selecting My Courses, or rearrange, add, remove, or hide menu items using Manage Course. Menu items with a caret (>) have a submenu nested inside; select Main Menu to navigate back.



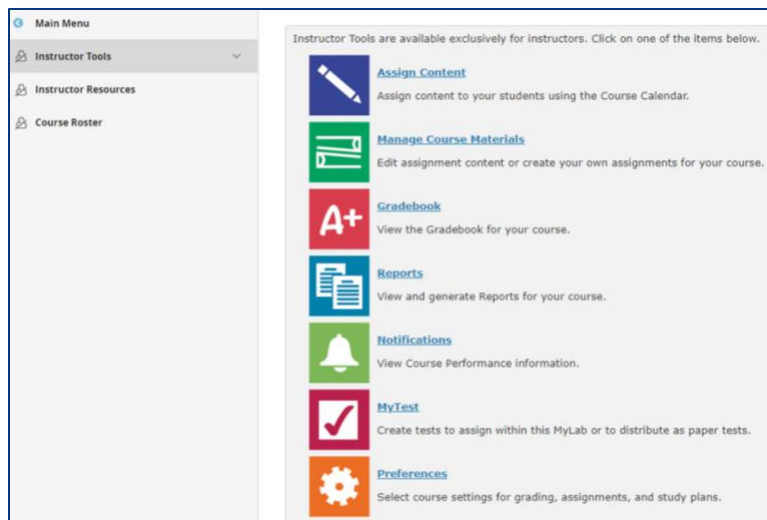
**Manage Course:** This is an area that will allow you to customize your course. You can hide items that you are not using, customize the color scheme, and add a school Logo.



*To show student resources, select the caret (>) next to Course Calendar to get to the resources. Then uncheck the box in the Hide column to allow the material to be shown.*

**Course Calendar:** In the Course Calendar are also Student Resources. If you would like the students to have access to these resources, you will need unhide them.

**Instructor Tools:** This area is hidden from students. Find the important tools that let you manage your course. Assign Content, Manage Course Materials, Gradebook, Reports, Notifications, MyTests, and Preferences. You will also find Instructor Resources and the Course Roster.



Learn more in the Help pages [Navigate Your Course](#).

## Assign Activities & Assignments

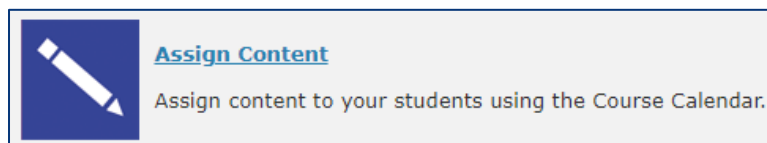
Every activity that is added to My Course will appear in the Gradebook. However, activities and assessments will not be included in the calculation of a student's grade unless they are assigned. This allows you to include some activities that are just for practice. There are several different ways that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

- [Assign Content with a Due Date](#)
- [Assign Content with an Availability Window](#)
- [Assign Content without a Due Date](#)

*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.*

### Assign Content with a Due Date

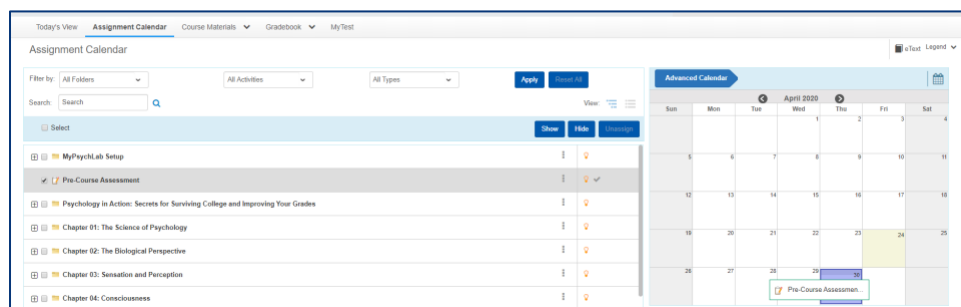
1. Select **Instructor Tools**.
2. Select **Assign Content**.



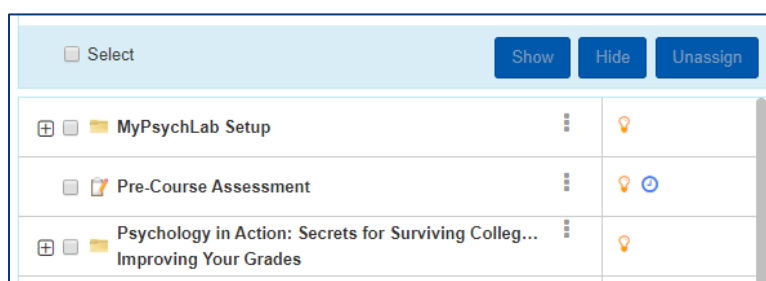
A new window will open in your browser.

*Be sure to allow for pop up windows to open within the MyLabs website.*

3. Navigate to the assignment(s) on which you would like your students to work. Select the checkbox next to the assignment or assignments that you wish to assign.
4. **Select, drag, and drop** the assignments over to the date on the Assignment Calendar on which you would like to have the assignments due.

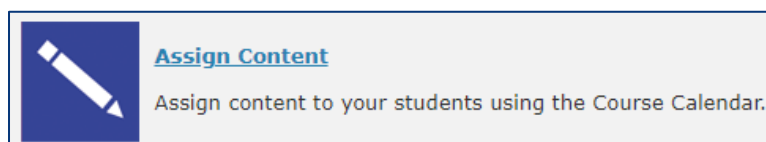


A blue alarm clock icon appears when an assignment has a due date.



## Assign Content with an Availability Window

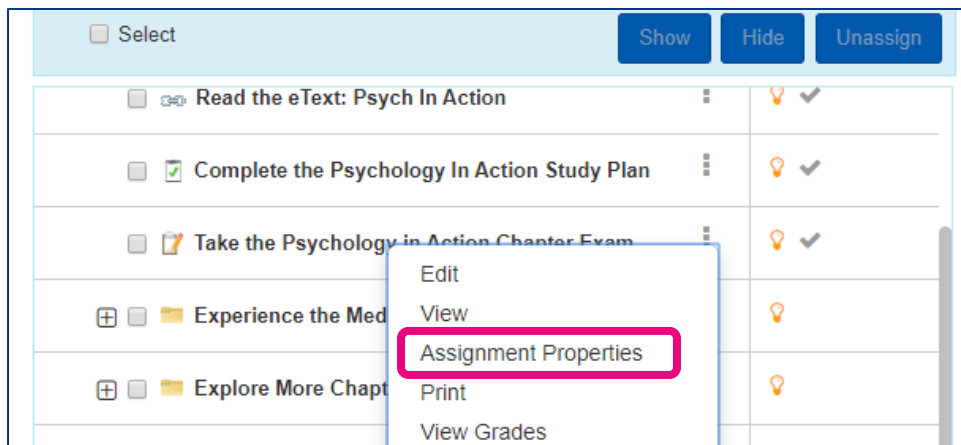
1. Select **Instructor Tools**.
2. Select **Assign Content**.



A new window will open in your browser.

*Be sure to allow for pop up windows to open within the MyLabs website.*

3. Then navigate to the assignment(s) on which you would like your students to work. Select C-Menu Options shown as three dots.
4. Select **Assignment Properties**.



5. Choose **Assigned**.
6. Select **Restrict Availability**. Then choose **Set Availability Date Range**.

Properties

**Restrict Availability**

☐ Always Available to Students  
☒ **Set availability date range**

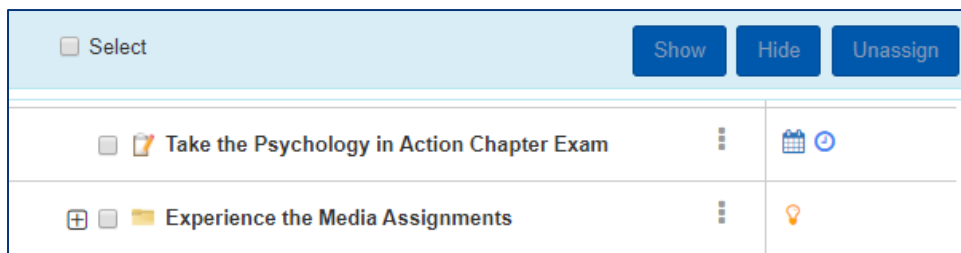
Start date    
 MM/DD/YYYY @ 00:00 AM (Time Zone)

End date    
 MM/DD/YYYY @ 00:00 AM (Time Zone)

☐ Do not provide an End Date. Always make the content accessible on or after the Start Date.  
☐ Always show items to students but prevent them from opening items before or after the dates listed above.


7. Choose your availability window and then select **Save**.

Once scheduled, the assignment will have a blue clock icon and calendar icon next to it.



## Assign Content without a Due Date

8. Select **Instructor Tools**.
9. Select **Assign Content**.



### Assign Content

Assign content to your students using the Course Calendar.

A new window will open in your browser.

*Be sure to allow for pop up windows to open within the MyLabs website.*

10. Then navigate to the assignment(s) on which you would like your students to work. Select C-Menu Options shown as three dots.

11. Select **Assignment Properties**.

<input type="checkbox"/> Review the Chapter 01 Learning Objectives		⋮	🔦 ✓
<input checked="" type="checkbox"/> Read the eText: Chapter 01		⋮	🔦 ✓
<input type="checkbox"/> Complete the Chapter 01 Study Plan		⋮	🔦 ✓
<input type="checkbox"/> Take the Chapter 01 Exam		⋮	🔦 ✓
<input type="checkbox"/> Experience the Media Assignments		⋮	🔦

View  
Edit  
**Assignment Properties**  
Get Information  
Remove

Choose **Assigned** and deselect Assign with a due date.

Select **Save**.

#### Assign

☐ Not Assigned  
☒ **Assigned**  
☐ Assign with a due date

April 2020

Su Mo Tu We Th Fr Sa

5 6 7 8 9 10 11  
12 13 14 15 16 17 18  
19 20 21 22 23 24 25  
26 27 28 29 30

DueDate  
04/24/2020  
MM/DD/YYYY

11 59 PM (Time Zone)

Save Cancel

## Set Activity Preferences

Pearson MyLab 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.

You can specify preferences such as the number of attempts for an activity, the number of attempts for each question, the amount of time students are permitted to complete an activity, add a grace period, enforce a late submission deduction, and more.

*Available preferences vary with the type of activity, the process is the same for each.*

Set preferences in Pearson MyLab:

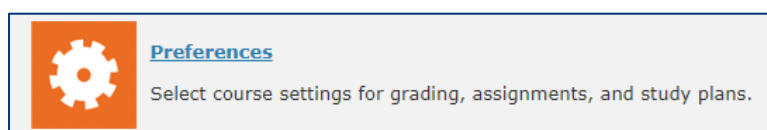
- [Globally by assignment category](#)
- [Individually by activity or assessment](#)

## Global Preferences

If your course provides consistent preferences for activities in each assignment category, setting the global 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 global preference settings.

12. Select **Instructor Tools**.

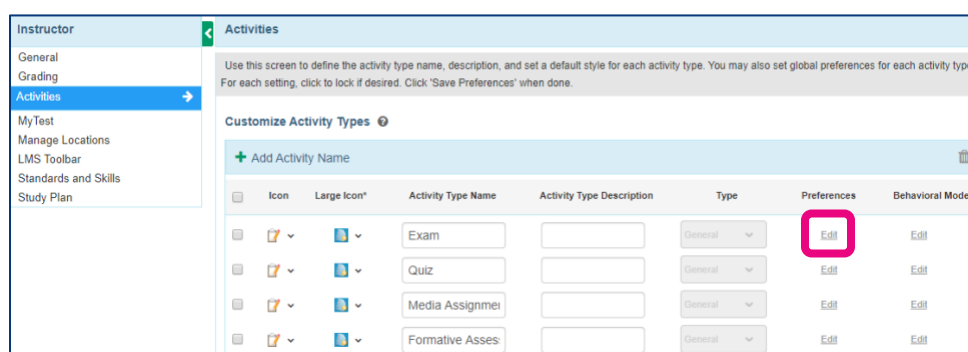
13. Select **Preferences**.



A new window will open in your browser.

14. Select **Activities**.

15. Select **Edit** under preferences for the assignment types in your course.



16. Choose your settings and select **Apply to All** when finished.



**General**

**Exam**

Use this screen to define default preferences for the activity.

**General Heading**

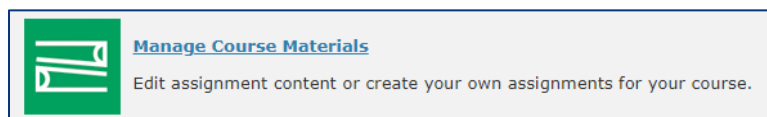
- ☒ Allow student to save for later  
Allows students to save activity and submit later. Saved activities are not counted as attempts.
- ☐ Restrict student from reviewing and changing saved answers
- Number of attempts
  - ☒ Specify number of attempts: 2
  - ☐ Number of attempts is unlimited
- ☐ Allow students to Try Again
- Only available if Feedback: Allow participant to view summary is checked.
- ☒ Remove correct/incorrect indicators in student results view
- ☐ Disable Browser Translation
- ☐ Enable Lockdown Browser for Basic Random

## Individual Activity Preferences

Individual activity preferences can be set from Instructor Assignment Calendar, Add From the Library, or Manage Course Material areas of your course.

17. Select **Instructor Tools**.

18. Select **Manage Course Materials**.



A new window will open in your browser.

19. Select **Return to Manage Course Materials** from the Course Materials Wizard.

What would you like to do?

**Add Assignments**

Discover an assignment from the library (Do you want to search or browse?)

**Copy Materials From Another Course**

Select to view content from enrolled courses, supplemental content, or content libraries.

**Manage your Course Materials Library**

Create new library items and Re-order, Cut, Copy and Paste.

**Personalized Scheduling**

Administer time based and assignment due date exceptions for your course.

☐ Don't show me this again

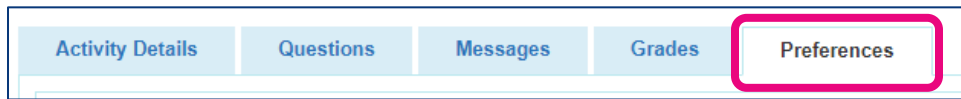
**Return to Manage Course Materials**

20. Find the specific assignment you want to set preferences for and select the C-Menu Options shown as three dots.

21. Select **Edit**.

Name	Shown To	Order
MyPsychLab Setup	All	1
Pre-Course Assessment Not started	All	1
Psychology in Action: Secrets for Surviving Grades	All	1
Chapter 01: The Science of Psychology	All	1

22. Select **Preferences** to make your choices.



23. Select **Save and Return** to save any changes you make in Preferences.

## Set Up Your Gradebook

Your Pearson MyLab Gradebook is a powerful tool. Get an overview of the gradebook from the Help page [Navigate the Gradebook](#).

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

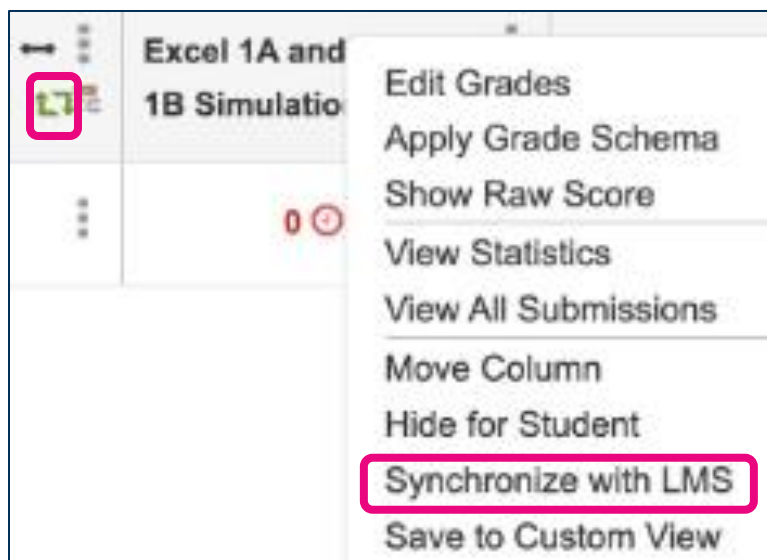
## Gradebook Columns

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.

## Sync Gradebook Columns to Your LMS

MyLab will automatically [send assigned activities to your LMS](#) for grade sync. To de-select specific assignments from grade sync, select the icon at the top of the gradebook column within the instructor gradebook view.

*If necessary, when assignments are not syncing, navigate to the instructor gradebook view and ensure the top of the grade column contains a green cycle icon indicating that the grade column is synchronized with your LMS.*



## Grading Preferences

Learn how to [adjust the grading preferences](#) for your course in the Help pages.

## Set Up a Custom Gradebook View

[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 Gradebook, the Custom View is no longer supported.*

## 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.)

## Get Help

- [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](https://support.pearson.com).
- Accessibility questions? email [disability.support@pearson.com](mailto:disability.support@pearson.com).