

How Do I? Help



Do you have “how do I” questions about your digital solution?

In-product help has a wealth of information

Once you're in your Pearson digital solution, you have answers to your questions at your fingertips.

Access to in-product help resources can be found in the upper right corner of the product window once you're in your courses. Simply look for the question mark symbol or the word “Help.” Select it and you'll find step-by-step instructions, as well as videos and a search function to quickly get answers.



Watch to learn more about Pearson In-Product Help.

Instructor Help Home Get started Manage student work Use the Instructor Home page Use course tools Support

Search Online Help

You are here: [Manage student work](#) > [Gradebook](#)

Use the Gradebook

- Learn about the Gradebook and watch a video
- See the Gradebook toolbar information in a video
- Use the toolbar to access Gradebook functions

The toolbar at the top of the page gives you access to the following functionality:

- Manage Incompletes** — Submit a score of zero for assignments that students have not completed.
- Change Weights** — Choose whether calculations of overall scores are based on weighted Gradebook categories or on individual assignments. This option is **Change Weights & Grade Sync Settings** when you have integrated your MyLab Gradebook with a third-party LMS gradebook (such as Blackboard, Brightspace, Canvas, or Moodle). This links opens the [Change Weights](#) page with settings that let you choose how scores are sent to your LMS gradebook.
- Offline Items** — Create and manage Gradebook entries for work that students do offline.
- Export Data** — Export information from the Gradebook to a .csv file that can be read by a spreadsheet application such as Microsoft® Excel.
- More Tools** — This drop-down menu provides additional Gradebook options
 - Select [Performance analytics](#) to see graphical displays of your student performance from one or more courses. For example, see overall student performance and view the number of students who belong to the Low

Manage student work

- Your roster
- Use the Instructor Home page
- Use the Homework/Test Manager or Homework and Tests page

Gradebook

- How class results are calculated
- Review student work
- Group students using tags
- How student averages are calculated
- Change assignment and category weights, add and change categories
- Create or add new categories
- Submit and adjust assignment scores
- Export and import results
- Enter zeros for incomplete assignments
- Remove results
- Add or edit offline graded work using the Offline Item wizard
- Analyze and report on student results
- Set up the Study Plan
- Use the Study Plan Manager
- Work with and Copy eText


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Use the Instructor Home page

- About
- If Manage View is available in your course, see the [Manage View video](#)



MyLabXL: Manage View

Watch later Share

Course Views

- (Optional) Default to/See the student home page
- Use New to Your Course/Enrich Your Course to learn about features and tools
 - Select [Instructor Home](#).

Manage student work

- Your roster
- Use the Instructor Home page**
 - Manage Course, Instructor, and Student Views
 - Run the browser check
 - Use the Course Settings Summary page
 - Edit your course using the Edit Course wizard
 - Define Custom Access window
 - The Manage Course List page
 - Manage preloaded courses
 - Use tutor services
 - Upgrade to a new edition
 - End your course
 - Manage home page settings and announcements using the Home Page Manager page
 - Use MyLab courses in your learning management system (LMS)
 - Manage course groups
 - About/Edit your instructor email
 - Use the Homework/Test Manager or Homework and Tests page
- Gradebook
 - Set up the Study Plan
 - Use the Study Plan Manager
- Work with and Copy eText

Our [MyLab & Mastering™](#) and [Revel™ Training & Support](#) websites plus our in-product help offer you the right mix of resources and guidance for most scenarios.

If you have more questions or need help, please go to our [Instructor Services web page](#) or contact your [Pearson representative](#).



Need technical support? Visit [Pearson Support](#)

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