

# Activating Pearson MyLab and Mastering The Instructor Guide

1 Click **Access Pearson** in Course Menu.

The screenshot shows a course menu with a sidebar on the left containing icons for Courses, Groups, Calendar, Inbox, History, Commons, My Materials, and Get Help. The main menu lists various course-related items: Grades, Office 365, Cisco Webex, Brainfuse Online Tutoring, NameCoach, Ally Course, Accessibility Report, Course Analytics, Access Pearson (highlighted with a red arrow), Outcomes, Quizzes, Files, People, Discussions, Collaborations, Pages, and Rubrics. To the right of the menu is a 'Your Instructor' section with fields for Name, Email, Office Hours, Semester, and About Me. Below this section are five service icons: Technical Support, Free Online Tutoring, Hudson Online Policies, Student Handbook, and RCCC Library. At the top right of the main content area, there is a 'MATH' banner with various mathematical formulas and diagrams, and three tabs: Course Dates, Syllabus, and Modules.

2 Click **Open Pearson**

The screenshot shows the Pearson activation page. On the left is a sidebar with a list of course menu items: Home, Announcements, Syllabus, Modules, Grades, Office 365, Cisco Webex, Brainfuse Online Tutoring, NameCoach, Ally Course, and Accessibility Report. The main content area features the Pearson logo at the top, followed by the text 'Open your Pearson course materials in a new browser tab.' Below this text is a large blue button with the text 'Open Pearson' and an external link icon. A red arrow points to this button.

- 3 If prompted, login using your existing Pearson account. If this is your first time, create a new account. In both cases, make sure to use your HCCC email as the username.

**Pearson**

Hello. Sign in and let the learning begin!

### Link your accounts

To access your Pearson product from Canvas, link your Pearson and Canvas accounts.

New to Pearson? [Create account](#)

Pearson username

Password

[Forgot your username or password?](#)

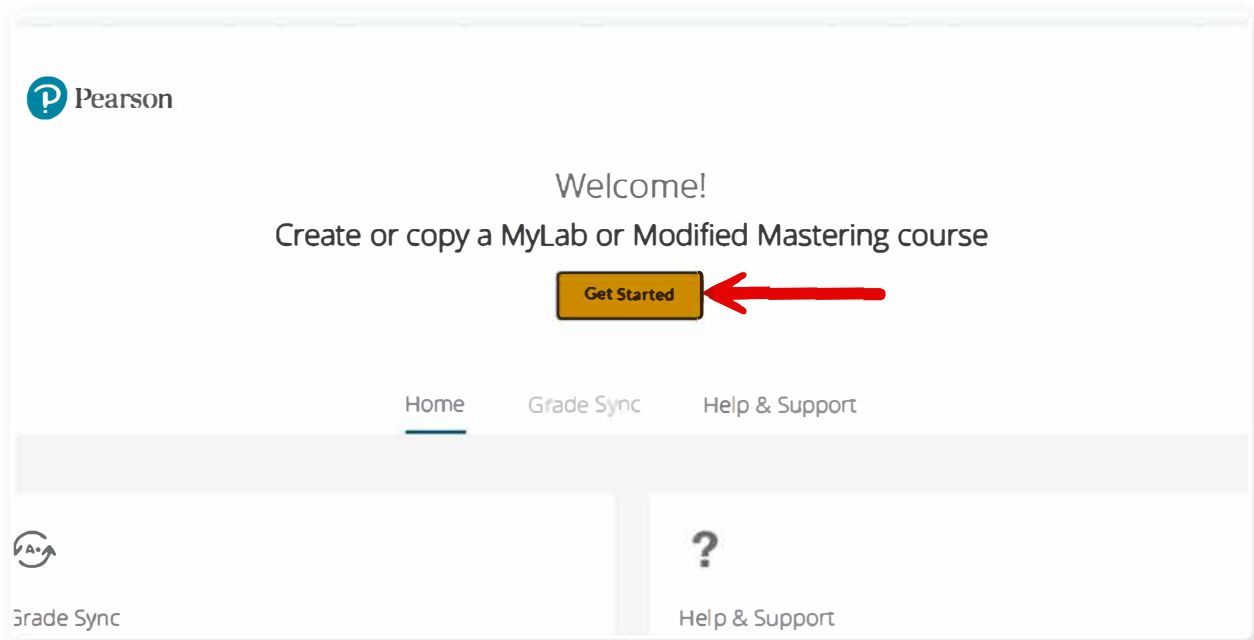
**Link accounts**

- 4 Click **MyLab | Mastering** from the list.

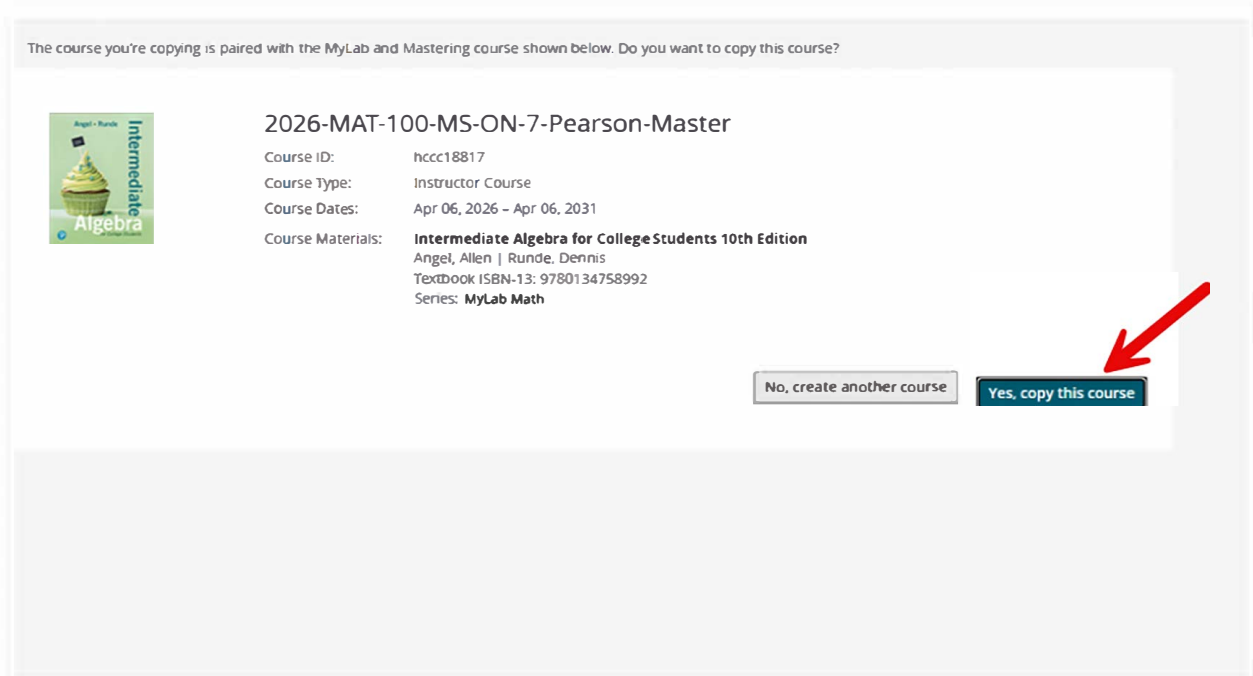
### Choose your product

- MyLab | Mastering >
- Pearson+ eTextbook >
- Revel | Live Response >

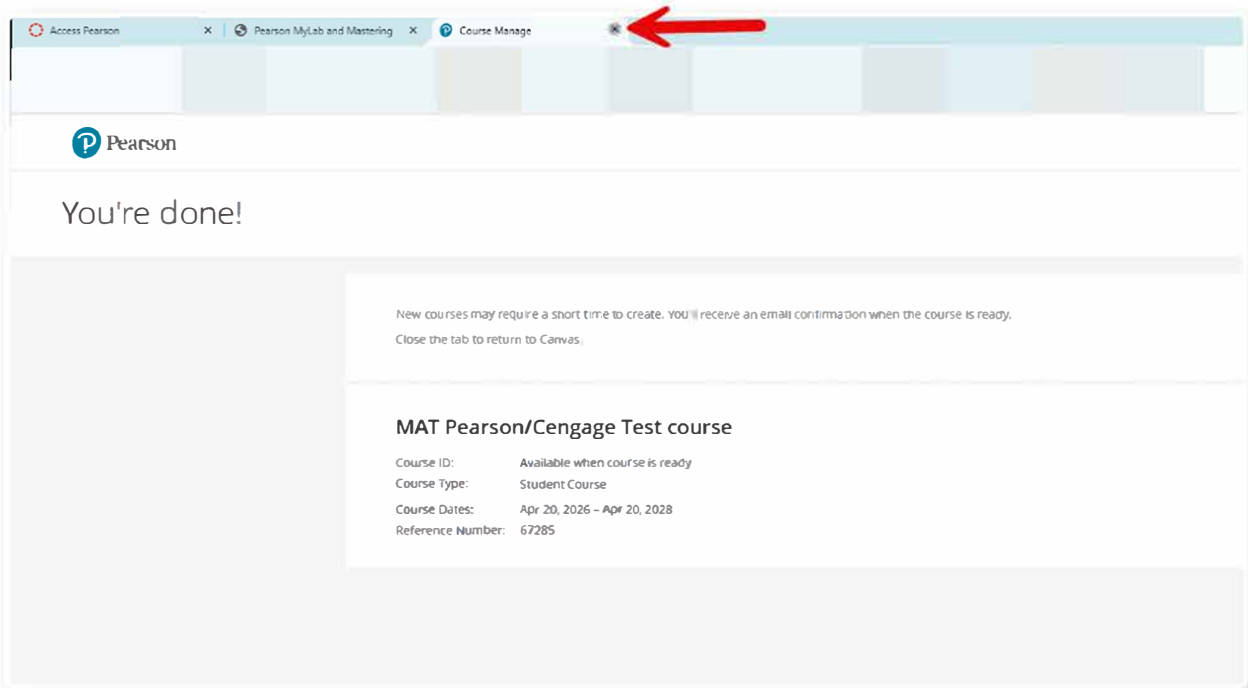
- 5 Click **Get Started** to create your copy of the Pearson MyLab-Mastering course.



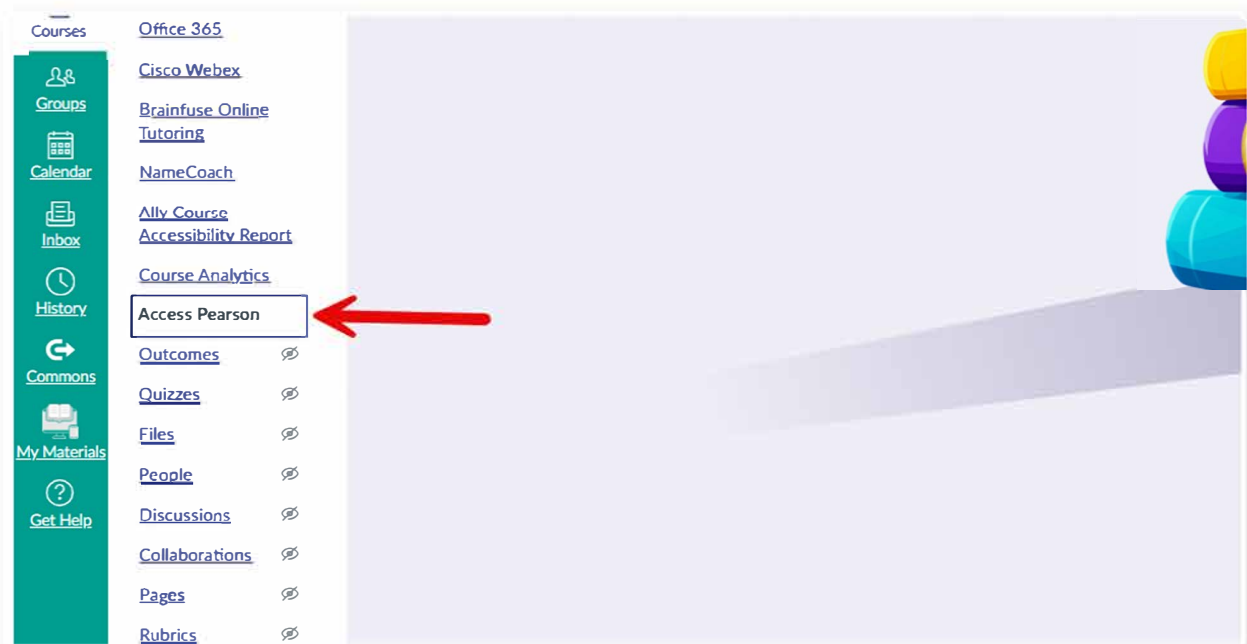
- 6 Click **Yes, copy this course** to confirm this is the right course.



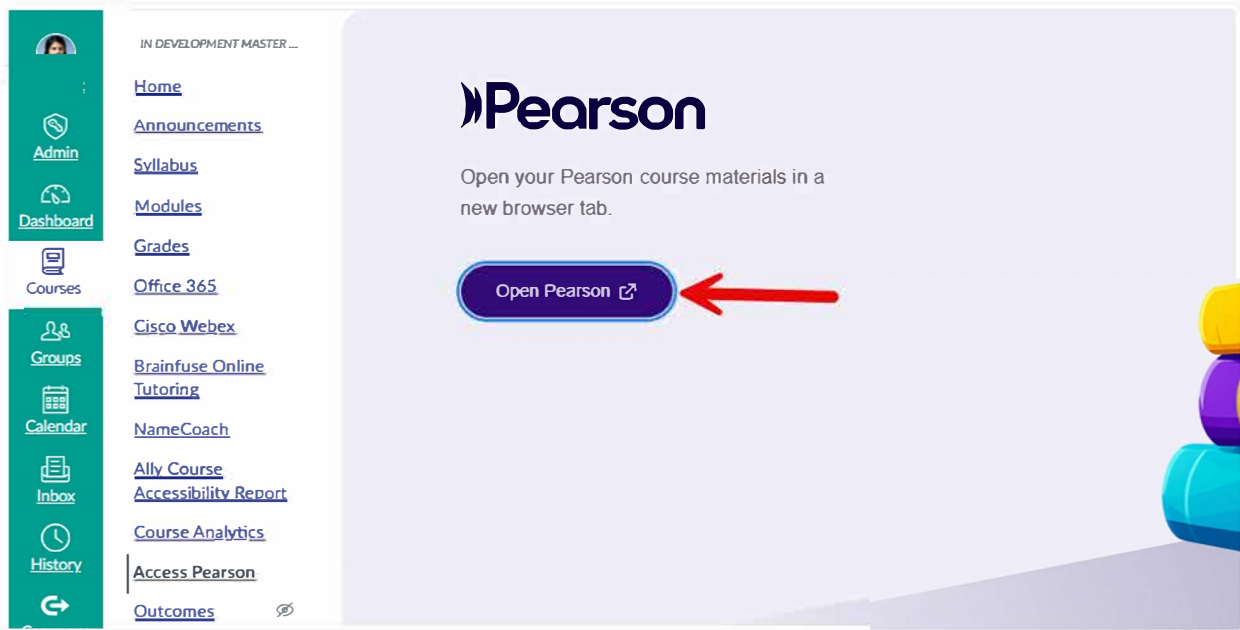
- 7 Once it says you are done, close this browser tab and return to your Canvas course.



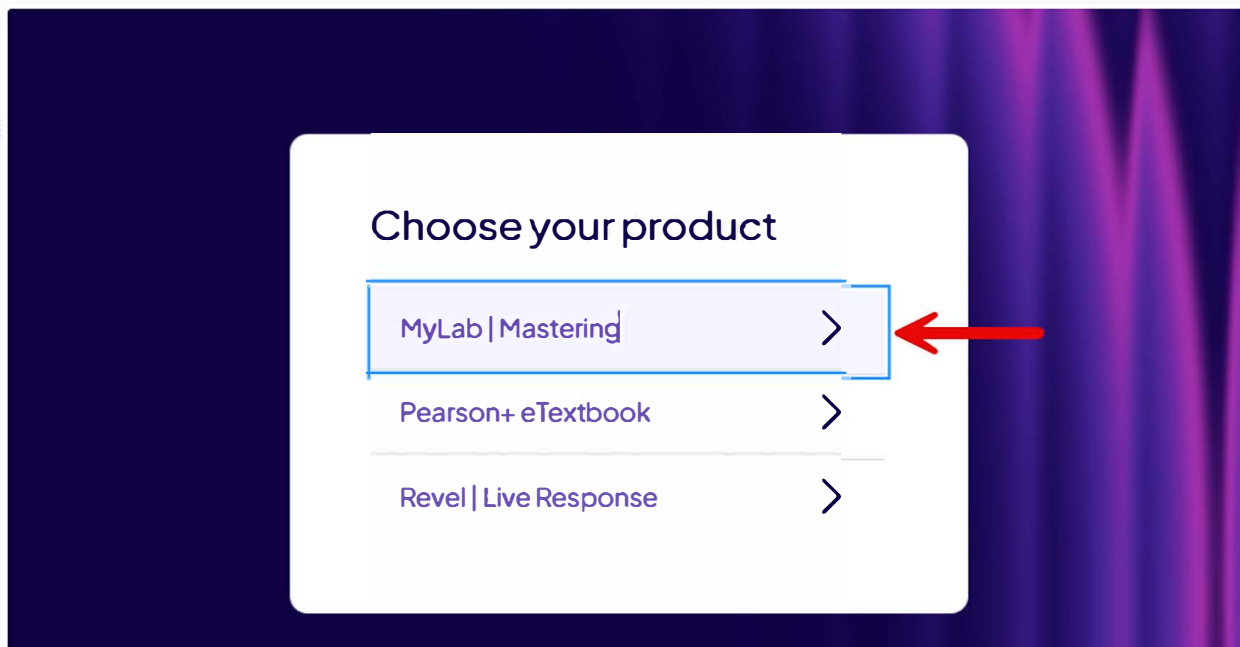
- 8 Refresh your browser, then click **Access Pearson** again.



9 Click **Open Pearson**.

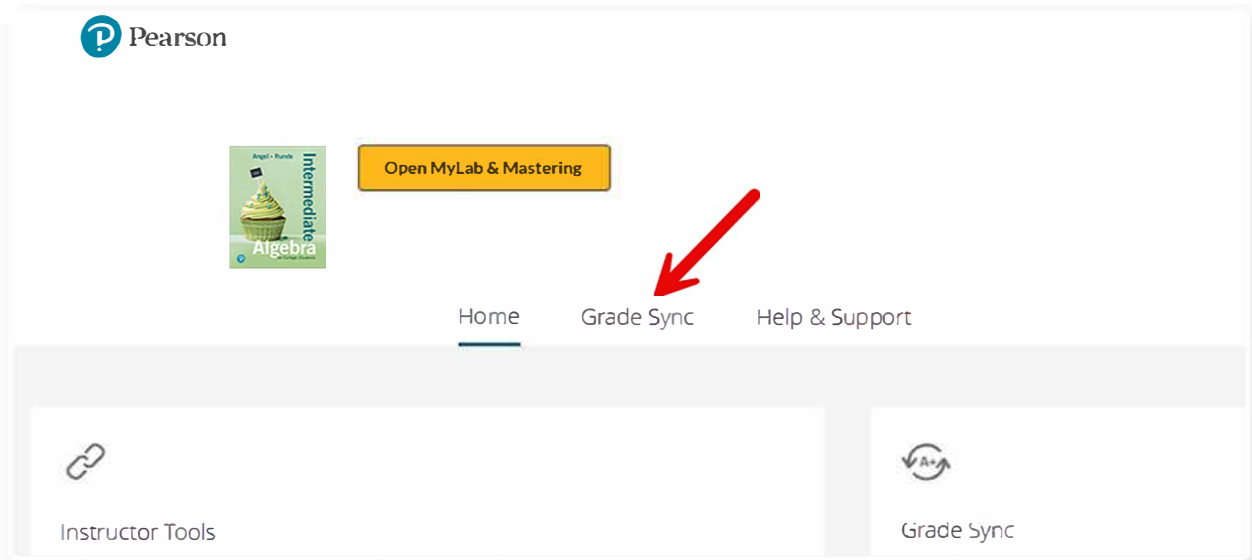


10 Click **MyLab | Mastering**



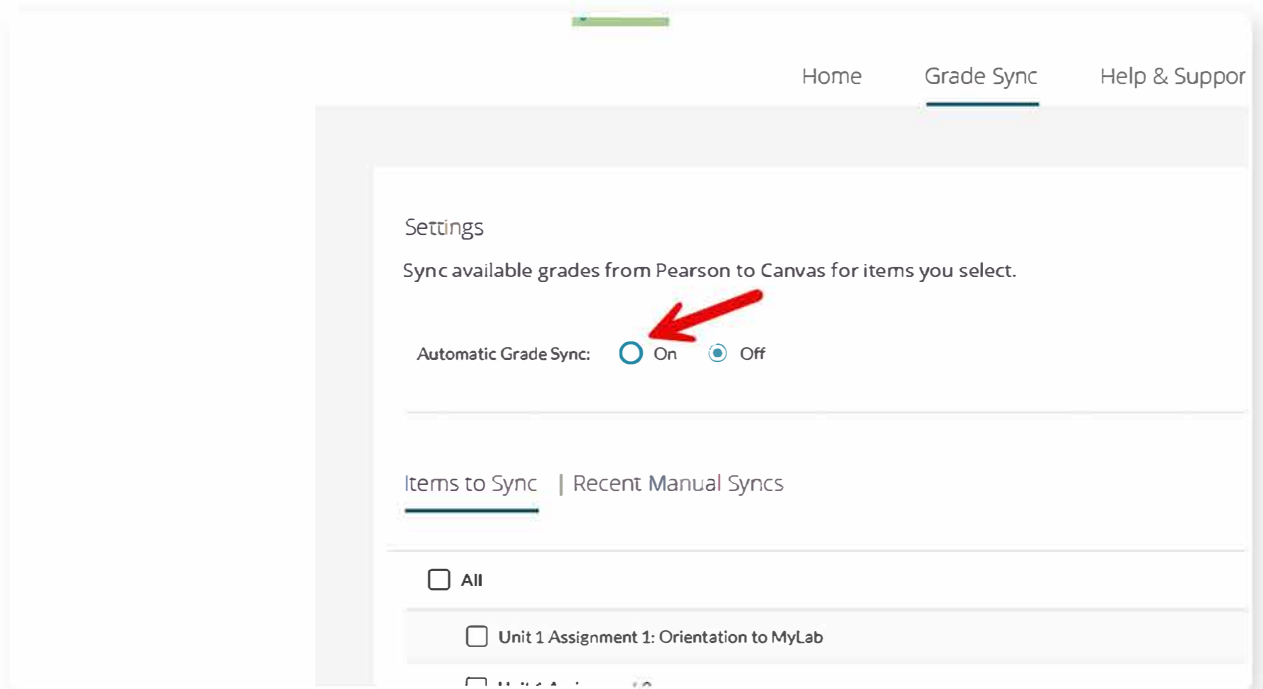
11

The next step is to setup the **Grade Sync**. The **Grade Sync** option will be unavailable (grayed out) while the course copy is in progress. After a few minutes refresh your browser. If the copy is complete, the Grade Sync link will no longer be grayed out. Sometimes it takes a while to copy the course--if necessary wait and refresh your browser again, then click **Grade Sync**.

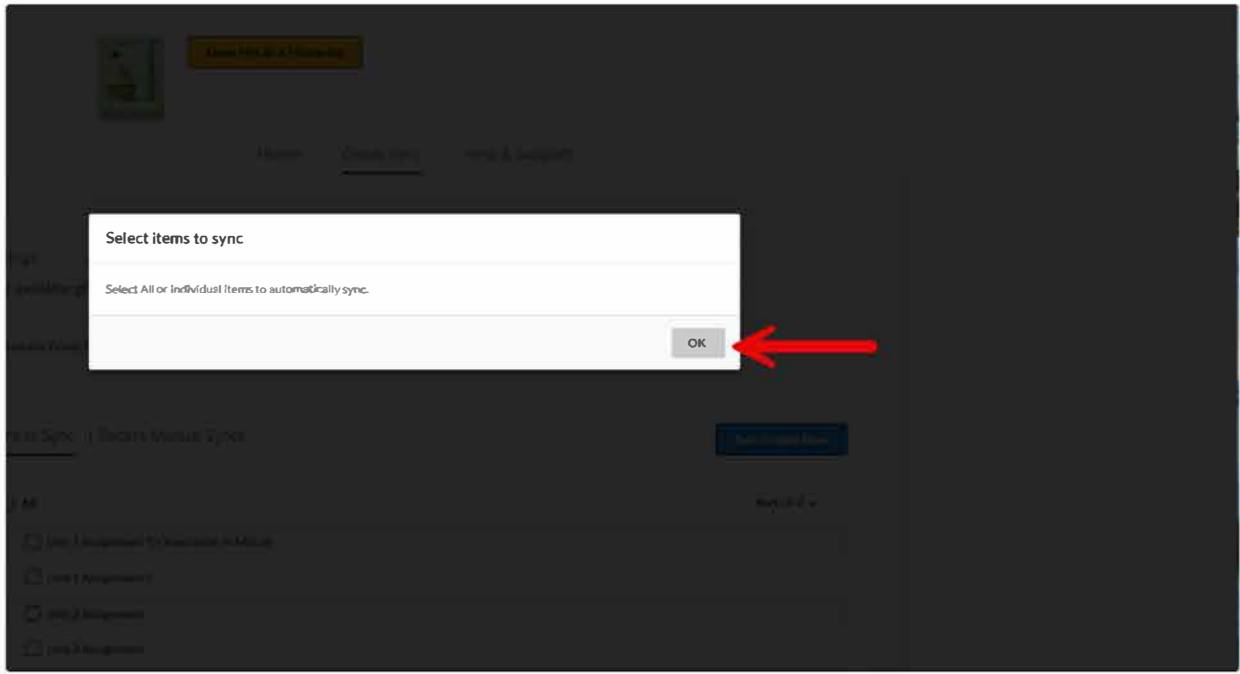


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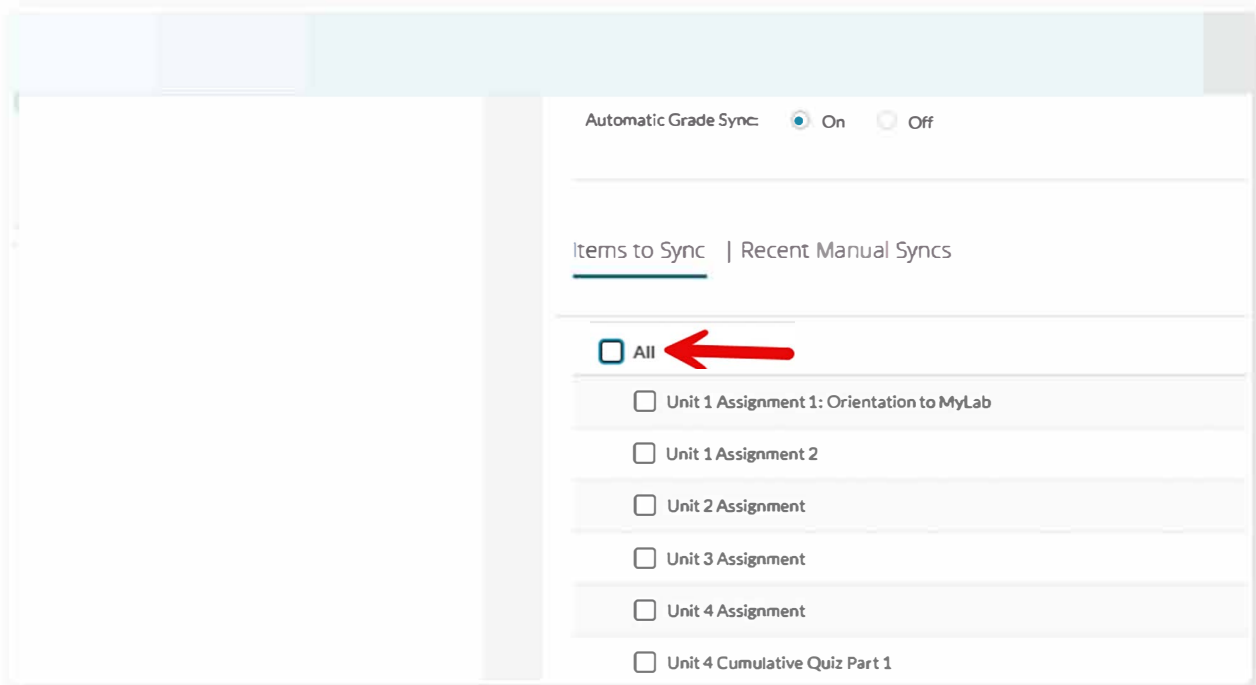
Select **Automatic Grade Sync-On**.



13 To continue click

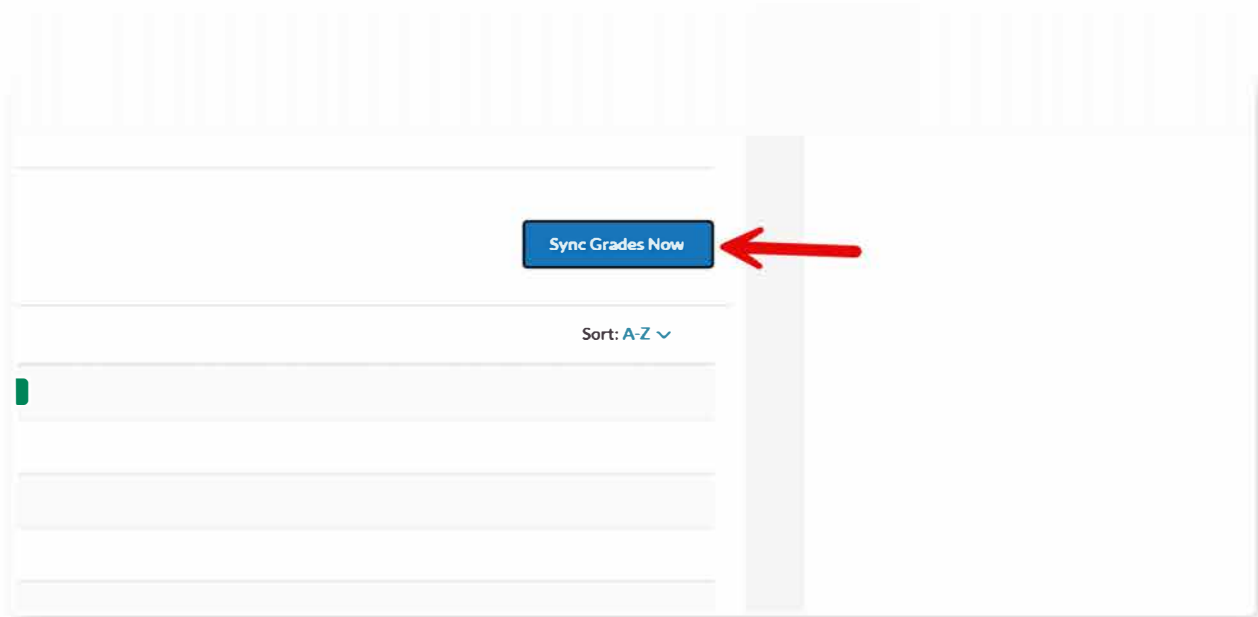


14 Click **All** to select all the assignments for Grade



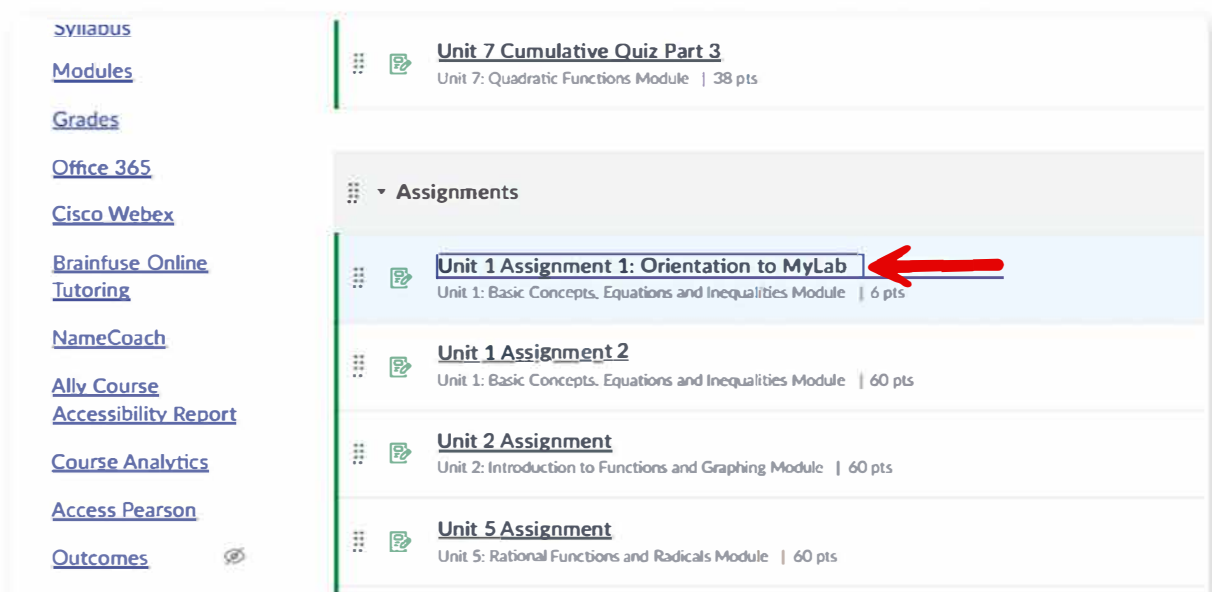
15

Click **Sync Grades Now**. Once each assignment displays **Synced**, close this tab and return to your Canvas course. Your integration is now complete.



16

To verify that Pearson integration is complete and functioning properly, click **Assignments**, then select any assignment with Pearson integration.



## 17 Click Open Pearson

The screenshot shows a course dashboard with a sidebar on the left and a main content area on the right. The sidebar contains various navigation options: Admin, Dashboard, Courses, Groups, Calendar, Inbox, History, Commons, and My Materials. The main content area features the Pearson logo and the text "Open your Pearson course materials in a new browser tab." Below this text is a blue button labeled "Open Pearson" with an external link icon. A red arrow points to this button. To the right of the button is a stack of colorful books.

## 18 If the assignment opens successfully, your Pearson integration is complete.

The screenshot shows a MyLab assignment page. At the top, it displays the assignment name "Unit 1 Assignment 1: Orientation to MyLab", the current score "0% (0 points out of 6)", and the attempt limit "Unlimited per question". Below this is a table with three columns: "Questions: 6", "Scored: 0", and "Correct: 0". The table lists six questions, each with a score of 0/1. At the bottom of the page, there is a blue "Start" button.

Questions: 6	Scored: 0	Correct: 0
<a href="#">Question 1 (0/1)</a>	<a href="#">Question 2 (0/1)</a>	<a href="#">Question 3 (0/1)</a>
<a href="#">Question 4 (0/1)</a>	<a href="#">Question 5 (0/1)</a>	<a href="#">Question 6 (0/1)</a>

**Note:** Manage due dates only from your MyLab course, not your Canvas course. Make sure to check and update the assignments dates in your MyLab course.