

Instructor Guide: Activating Pearson Integration (Inclusive Access)

To ensure a smooth course setup, it may be necessary to use your browser's **Private or Incognito Mode**.

- In **Firefox**, this option is called **Private Window**.
- In **Chrome**, it is called **Incognito Mode**.
Using this mode helps prevent issues caused by cached data or stored cookies that may interfere with the setup process.

Step 1: Locate the Course ID and Pearson Course Home link

Make a record of your course ID# (or copy to the clipboard), you will need it later. Click on the product link, "**Pearson Course Home**" within your course Modules.

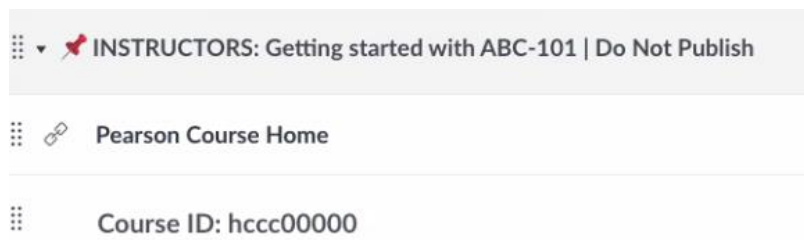


Figure 1: Example of the Pearson Course Home link and Course ID location within the Canvas module "INSTRUCTORS: Getting Started with ABC-101."

Step 2: Select Your Campus and Term

After clicking the **Pearson Course Home** link in Canvas, select your academic term from the dropdown menu and click Submit. Select **HUDSON COUNTY COMM** if you are teaching ONLINE or at the JOURNAL SQUARE CAMPUS. Select **UNION** if you are teaching at the NORTH CAMPUS.

Figure 2. Example of the Initialize Course screen where instructors select the appropriate Academic Term before submitting to continue course setup.

Step 3: Sign in or Create an account (if prompted)

If prompted, log in to your existing **HCCC Pearson Instructor account** and select **Link Accounts**. If you don't have an account, click **Create an Account** and follow the on-screen instructions.

Note: If you are asked to choose your product, select **MyLab | Mastering**.

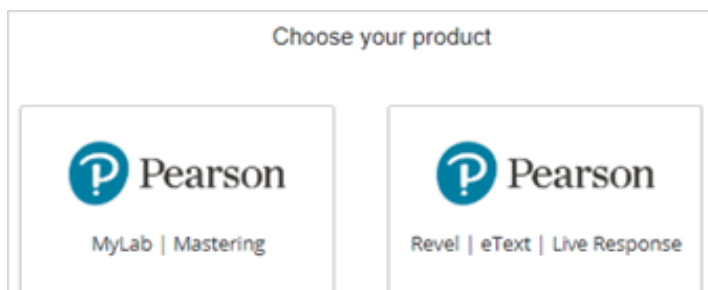
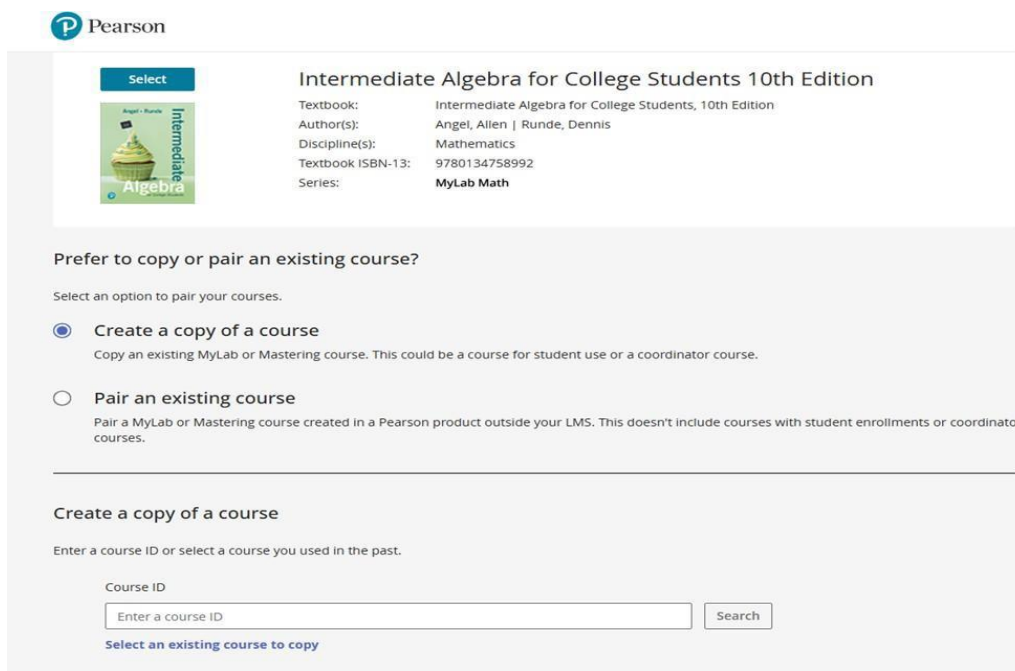


Figure 3. Product selection screen. Choose MyLab | Mastering when prompted to select your Pearson product.

Step 4: Create a Copy of Your Course

Do not click select yet, rather, Choose the **Create a copy of a course** option:



The screenshot shows the Pearson interface for setting up a course. At the top left is the Pearson logo. Below it is a 'Select' button and a small image of the textbook cover for 'Intermediate Algebra for College Students 10th Edition'. To the right of the image, the following details are listed: Textbook: Intermediate Algebra for College Students, 10th Edition; Author(s): Angel, Allen J. Runde, Dennis; Discipline(s): Mathematics; Textbook ISBN-13: 9780134758992; Series: MyLab Math.

Below this information is the question 'Prefer to copy or pair an existing course?' with the instruction 'Select an option to pair your courses.' There are two radio button options: 'Create a copy of a course' (which is selected) and 'Pair an existing course'. The 'Create a copy of a course' option has a sub-description: 'Copy an existing MyLab or Mastering course. This could be a course for student use or a coordinator course.'

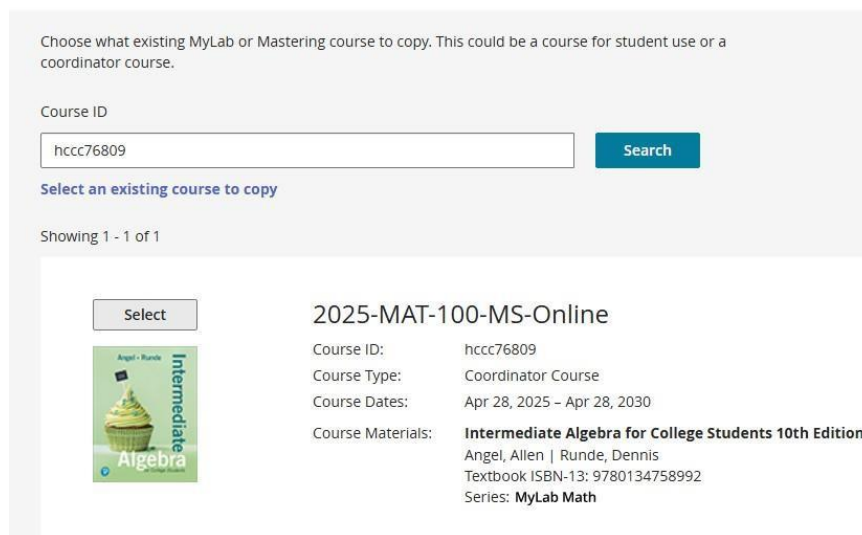
Below the options is a section titled 'Create a copy of a course' with the instruction 'Enter a course ID or select a course you used in the past.' There is a text input field labeled 'Course ID' containing the text 'Enter a course ID' and a 'Search' button. Below the input field is a link that says 'Select an existing course to copy'.

Figure 4. Example of the Pearson setup screen where instructors select Create a copy of a course.

Step 5: Enter the Course ID

1. Paste your **Course ID** into the search field and click **Search**.
2. When your course materials appear, click **Select** to continue.

Create a copy of a course



The screenshot shows the 'Create a copy of a course' screen. At the top, it says 'Choose what existing MyLab or Mastering course to copy. This could be a course for student use or a coordinator course.' Below this is a 'Course ID' input field containing 'hccc76809' and a 'Search' button. Below the input field is a link that says 'Select an existing course to copy'.

Below the link, it says 'Showing 1 - 1 of 1'. There is a 'Select' button and a small image of the textbook cover for 'Intermediate Algebra for College Students 10th Edition'. To the right of the image, the following details are listed: Course ID: hccc76809; Course Type: Coordinator Course; Course Dates: Apr 28, 2025 - Apr 28, 2030; Course Materials: Intermediate Algebra for College Students 10th Edition; Author(s): Angel, Allen J. Runde, Dennis; Textbook ISBN-13: 9780134758992; Series: MyLab Math.

Figure 5. Example of the Create a copy of a course screen showing a found course after entering the Course ID. Instructors should verify the correct course, then click Select to continue.

Step 6: Configure Your Section

1. Choose **Member Section**.
2. Add your **course start and end dates**.
 - It is recommended to set the **end date** to **four weeks after** the term ends.
3. Click **Create Course**.

You will see a confirmation message once the course is created.

Course Type

Instructor-use Course
Not for student enrollment. Use this course type to organize your course structure and customize assignments. Some MyLab series support conversion of Instructor-use Courses to Coordinator Courses.

Member Section
Use as a section for student enrollment. Member sections are linked to the Coordinator Course.

* Required

Institution
Hudson County Community College ▼

Course Name *
Willo testing
52 characters left

Description
Enter text that helps you identify this course. Students don't see this.

Course Dates *
Start date to End date

All dates start and end according to Eastern Time (ET).

Allow Copy
 Instructors can copy this course

Cancel Create course

Figure 6. Example of the Pearson course creation screen where instructors select Member Section, enter description, and course dates, then click Create Course to complete setup

Step 7: Pair and Sync Assignments with Canvas

Your Pearson course materials are now paired with your Canvas course. However, additional steps are needed to complete the integration.

1. Return to your **Canvas course** and click **Pearson Course Home** again.
2. Go to the **Grade Sync** tab.

Important: Course creation may take a few minutes. Wait until all assignments appear at the bottom before proceeding. Refresh your browser every minute until the assignments are visible.

3. Once all assignments are listed:
 - Check the box to **select all assignments**.
 - Turn **On** automatic grade sync.
 - Click **Sync Grades Now**.

The screenshot displays the Pearson Grade Sync interface. At the top, there is a navigation bar with 'Home', 'Grade Sync' (highlighted with a red box and labeled '1'), and 'Help & Support'. Below this is a 'Settings' section with 'Automatic Grade Sync' set to 'On' (highlighted with a red box and labeled '3'). Underneath is a table of 'Items to Sync' with a 'Sync Grades Now' button (highlighted with a red box). The table lists several assignments, each with a checked checkbox (highlighted with a red box and labeled '2') and a green 'Auto sync enabled...' button. The assignments are: Unit 1 Assignment 1: Orientation to MyLab, Unit 1 Assignment 2, Unit 2 Assignment, Unit 3 Assignment, Unit 4 Assignment, and Unit 4 Cumulative Quiz Part 1.

Figure 7. Example of the Grade Sync page in Pearson where instructors can enable Automatic Grade Sync and select items to sync from Pearson to Canvas, then click Sync Grades Now.

Step 8: Verify Your Integration

To confirm the integration was successful:

1. Locate a **MyLab assignment** within your Canvas course.
2. Open it to verify that it launches correctly.

Your Pearson integration setup is now complete.