

ACCESS YOUR PEARSON CONTENT



Get started with MyLab, Modified Mastering,
or NCCERconnect courses with Blackboard.

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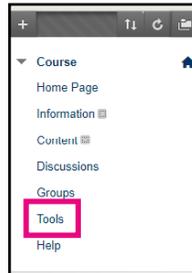


Prepare the Blackboard course

You'll need a Pearson account and a Blackboard course to begin. Use an existing Pearson username and password or [create a Pearson account](#). Confirm your computer meets the [system requirements](#) and [browser settings recommendations](#).

STEPS

1. Select Tools within your Blackboard course.

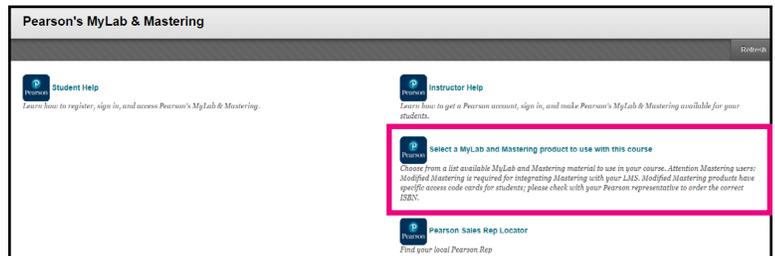


2. Select Pearson's MyLab & Mastering.



 Sometimes the MyLab and Mastering tool is installed but is not visible in the course. To make it visible, select Tool Availability under Customization and enable both Pearson's MyLab and Mastering tools.

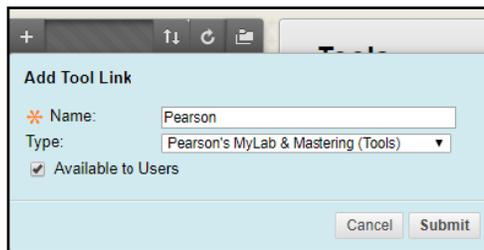
3. Select a MyLab and Mastering product to use with this course.



 If prompted, read and agree to the license agreement by selecting I Agree. Sign in with your Pearson account. Your Pearson account is now linked to your Blackboard account. This account linking is a one-time process. Select Get Started.

 In your Blackboard left menu Select the + icon and select Tool Link.

- Name the new Tool Link the name of your MyLab or Modified Mastering product.
- Select Pearson's MyLab & Mastering (tools) as the Type option.
- Check the box to make the new Tool Link Available to Users.
- Select Submit.





Add a Pearson course

You have three options when creating a MyLab or Modified Mastering course. Choose the best for your section.

STEPS

1. Choose to create a new course from the catalog, copy an existing course by entering a course ID, or copy a previously created course in your account.



MyLab IT courses paired with Blackboard must be copied from an existing [coordinator course](#).

2. Choose Student-use Course and fill out the course details.

3. Select Create course.



Course Start and End dates determine when the MyLab or Modified Mastering course will open and close for students. We recommend setting the Start date to the current date. The End date is the last time students will be able to access their work; we recommend setting it to after the last course examination.

You're done! Your Pearson course is being created and will be ready shortly. For more information on preparing Pearson content, see your Quick Start Guide or Help within your course.



Provide instructions for students

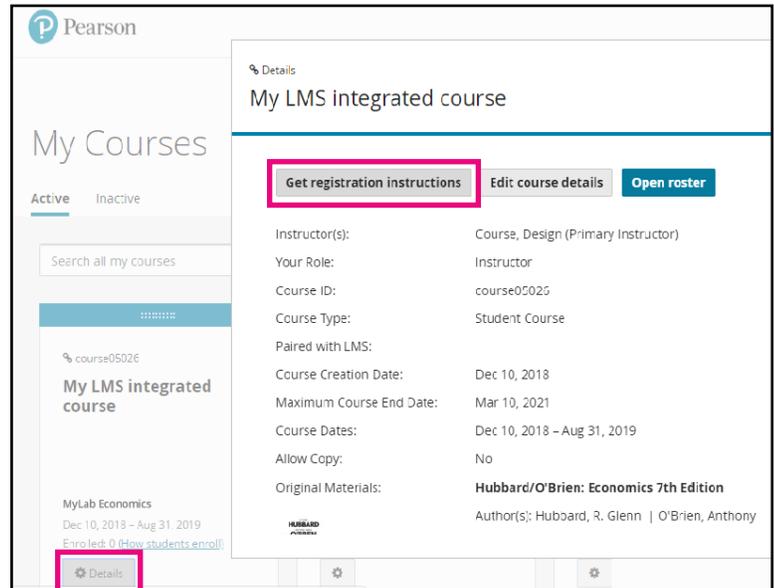
When you are ready to invite your students to join your course, share the [Registration Instructions handout](#). This handout is attached to your course creation confirmation email, as well as found inside the Course Details.

STEPS

1. Select Details, then Select Get Registration Instructions.

 You can view Course Details either from your LMS or by signing into your [Pearson portal](#).

 Inform your students about what is required for your course, including purchasing options. Students purchase materials early, we recommend sending an email out to students before classes start.



The screenshot shows the Pearson My Courses interface. On the left, there is a list of courses with a search bar and a 'Details' button highlighted in red. The main area displays the details for 'My LMS integrated course'. At the top of the details panel, there are three buttons: 'Get registration instructions' (highlighted in red), 'Edit course details', and 'Open roster'. Below these buttons, the course details are listed in a table format:

Instructor(s):	Course, Design (Primary Instructor)
Your Role:	Instructor
Course ID:	course05026
Course Type:	Student Course
Paired with LMS:	
Course Creation Date:	Dec 10, 2018
Maximum Course End Date:	Mar 10, 2021
Course Dates:	Dec 10, 2018 – Aug 31, 2019
Allow Copy:	No
Original Materials:	Hubbard/O'Brien: Economics 7th Edition Author(s): Hubbard, R. Glenn O'Brien, Anthony

 You should not provide your students with a course ID. Students must join the Pearson course from within the Blackboard course.

2. Share the presentation: [Register for MyLab and Mastering with Blackboard](#).

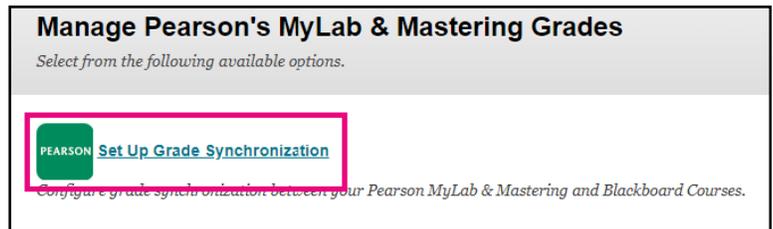
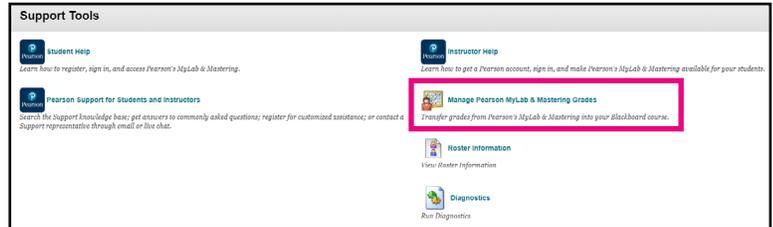


Set up Automatic Grade Sync

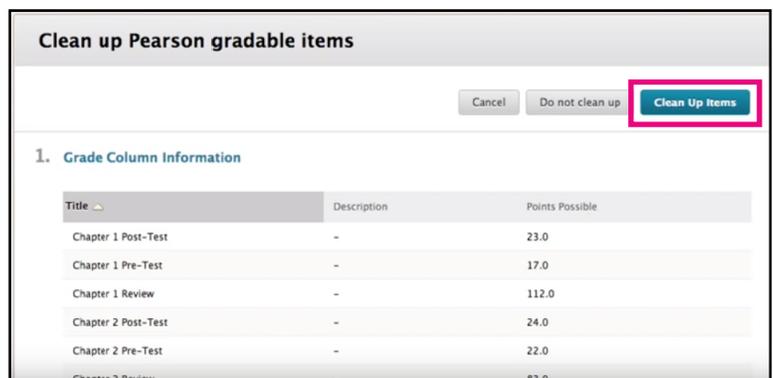
After students enroll from within your Blackboard course, their names appear in the Pearson course gradebook. After students complete assignments, you can check their progress by viewing the Pearson course gradebook.

STEPS

1. Select Tools in your Blackboard course.
2. Select MyLab & Mastering.
3. Select Manage Pearson MyLab & Mastering Grades.
4. Select Set Up Grade Synchronization.



 If your Blackboard course is a copy of a previous semester's Blackboard course where auto grade sync was turned on, you are prompted to clean up the gradable items before proceeding. Select Clean Up Items to proceed.



 Blackboard will sync Pearson grades every 1 to 4 hours as set by your Blackboard administrator. You can override the frequency setting, even when it's never, by selecting Refresh Pearson Grades.

 See [Frequently Asked Questions \(Grade Sync\)](#) to review which assignments will be available to sync. If you do not wish to use Automatic Grade Sync, select Upload Grades via .CSV File.



Set up Automatic Grade Sync (cont.)

5. Choose Grade Synchronization method.

i Both choices for Automatic Grade Sync to Blackboard will create new columns in the Blackboard Grade Center for Pearson assignments.

Set Up Grade Synchronization
Configure grade synchronization between your Pearson MyLab & Mastering and Blackboard Courses.

SELECT GRADE SYNCHRONIZATION METHOD

- All available MyLab & Mastering assignments
- Select Individual MyLab & Mastering assignments
- Upload grades via CSV File
- Turn off grade synchronization

6. If you selected individual MyLab and Mastering assignments, Select Add Grade Columns.

Manage Pearson's MyLab & Mastering Grades
Select from the following available options.

Refresh Pearson Grades
Ensure your Pearson application grades are up to date in the Blackboard Grade Center.

Grade Synchronization Settings
Change settings for automated grade synchronization.

Add Grade Columns
Select and add Pearson gradebook columns to your Blackboard course.

7. Check boxes for individual assignments you wish to sync. Multiple pages of assignments may be available. Select Submit.

SELECT ITEMS

Select MyLab & Mastering assignments to sync with your Blackboard Grade Center. MyLab & Mastering scores for assignments already deployed in the Blackboard Grade Center will be included in automated synchronizations. To remove an assignment from synchronization, return to the Blackboard Grade Center and delete the associated grade column.

No.	Item	Points Possible	Visibility	Deployed to Blackboard
<input checked="" type="checkbox"/>	BCOMM 1. Negative Messages [Auto-graded]	4.0	All	-
<input checked="" type="checkbox"/>	BCOMM 2. Managing Conflict [Auto-graded]	4.0	All	-
<input checked="" type="checkbox"/>	BCOMM 3. Importance of Communication [Auto-graded]	4.0	All	-
<input type="checkbox"/>	BCOMM 4. Multicultural Communication [Auto-graded]	4.0	All	-
<input type="checkbox"/>	BCOMM 7. Persuasive Writing [Auto-graded]	4.0	All	-
<input checked="" type="checkbox"/>	BCOMM 9. Routine Message [Auto-graded]	4.0	All	-
<input checked="" type="checkbox"/>	BIZ 1. Business Environment [Auto-graded]	4.0	All	-
<input checked="" type="checkbox"/>	BIZ 10. Finding Products [Auto-graded]	4.0	All	-
<input checked="" type="checkbox"/>	BIZ 11. Distributing Products [Auto-graded]	4.0	All	-
<input checked="" type="checkbox"/>	BIZ 12. Data Mining [Auto-graded]	4.0	All	-

Items Selected: 0/20

Cancel Submit

8. Select Yes to Include these items in the Grade Center calculations.

SETTINGS

Include these items in the Grade Center calculations: Yes No
No will exclude the Grade Center columns for these items from calculations.

Email notifications:
Provide a comma separated list of emails to notify recipients when a new MyLab & Mastering item is added to the Blackboard Grade Center.

Category: Assignment
Choose a category. The item(s) in the Blackboard Grade Center, Pearson MyLab & Mastering category will not be included in the sync.

Click Submit to proceed.

Cancel Submit

9. Select your category.

10. Select Submit.



Add content links (optional)

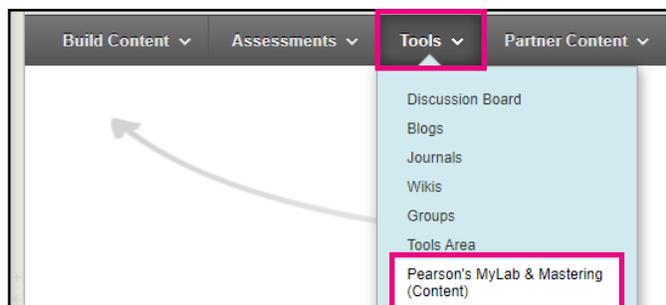
Use Blackboard content areas to provide links to your students to your MyLab, Modified Mastering, or NCCERconnect course or specific activities.

STEPS

1. Use an existing Blackboard content area or in your Blackboard left menu select the + icon and select Add content area.
2. Name the new content area and check the box to make the new Tool Link “Available to Users”
3. Select Submit.
4. In the Blackboard content area select Tools and choose Pearson’s MyLab and Mastering (Content) from the drop down menu.
5. Choose which links to add for students and select Submit.

 The selected content links will appear in the Blackboard content area for student use.

The screenshot shows the 'Add Content Area' dialog box. A pink box highlights the '+' icon in the top left corner. Another pink box highlights the 'Name' input field, which contains the text 'MyLab Activities'. A third pink box highlights the 'Available to Users' checkbox, which is checked. A final pink box highlights the 'Submit' button at the bottom right.



The screenshot shows the 'Select Content to Add' dialog box. A table lists various content items with checkboxes. The 'Submit' button is highlighted with a pink box.

Item	Description	Access
4	Pearson vTest	Access your Pearson vTest.
5	MyLab and Mastering Course Home	Access your MyLab and Mastering course for additional content and assignments.
6	Study Area	For select titles only, access the Study Area for self-directed learning.
7	Pearson Announcements	Post general announcements from Pearson about product enhancements or system maintenance and downtime.
8	Introduction to Mastering/Chemistry	Access your Mastering/Chemistry assignment.
9	Chemistry Primer - Semester 1	Access your Mastering/Chemistry assignment.
10	Chemistry Primer - Semester 2	Access your Mastering/Chemistry assignment.



COURSES

Q. I've already setup my course outside of Blackboard; can I integrate with that course?

A. You cannot pair your Blackboard course with a Pearson course you already have in your Pearson account. However, you can make a copy of that course through Blackboard and it will contain any customizations you made in the existing course.

Q. I integrated my course with Blackboard before; can I re-use that course?

A. If you've used integration in the past, you can copy a previously paired Blackboard course. After copying the Blackboard course, pair it with a copy of a Pearson course.

Q. Should I copy my Blackboard Grade Center columns from my old course?

A. We recommend you do not copy MyLab and Mastering Blackboard assignment items from one course to another. If you do, you must delete old Blackboard assignment items in the new course.

Q. I'm teaching multiple sections or setting up Pearson content for other instructors; how can I manage those Pearson courses?

A. If you are teaching multiple sections consider creating an [instructor or coordinator course](#) in your Pearson account that is not integrated with Blackboard. Copy this course for all your Blackboard sections. Instructor courses are not for student enrollment and we recommend using them for template only.

Q. How do I add additional instructors to my Pearson course?

A. If you have assistants or co-teachers who need to access instructor activities in the course, they must first be added to your Blackboard course, then they can register for your course as a [section instructor](#) using a section instructor access code that you can get from your [Pearson representative](#). Section instructors can always view student grades in the Pearson gradebook. If you are sharing your assignments with other instructors, you can either provide them with your course ID to copy your course or ask them to register as a section instructor in your course.



GRADE SYNC

Q. When should I choose to grade sync Individual assignments instead of All available assignments?

A. You should sync individual assignment grades if your MyLab or Modified Mastering course has assigned assignments in it that you do not want to sync with the Blackboard Grade Center.

Q. Can I sync percentage scores or Pearson course categories to Blackboard?

A. Automatic grade sync only brings over raw grades (not percentage scores) from your Pearson gradebook. Automatic grade sync does not bring any categories you set up in the Pearson gradebook. Neither weighted scores nor the categories to which assignments belong are transferred. Customize and set up categories and weighting in the Blackboard Grade Center.

Q. Will Pearson assignment due dates show on the Blackboard calendar?

A. Assignment due dates flow to the Blackboard calendar if they are present when the first grade sync occurs and do not update automatically if you update a due date within the Pearson course.

Q. How can I reduce the number of Pearson assignments available to sync to Blackboard?

A. Depending on the [MyLab system](#) you're using, the process for limiting grade sync assignments will vary:

- Any **Modified Mastering** assignments you have available with a due date and any future assignments with an availability/due date will be available to sync. Modified Mastering assignments set as "Practice" or "Extra Credit" will not sync. Students grades that exceed 100% due to extra credit will not sync.
- MyLab courses using the **Pegasus system** will automatically send assigned activities to your LMS for grade sync. Change this setting for specific items from the Grade Sync Flat view filter in the MyLab Gradebook.
- Process for [MyLab courses using the XL system](#).

Q. Can Learning Catalytics grade sync?

A. You can transfer Learning Catalytics scores to the Pearson gradebook and then to Blackboard. Learning Catalytics sessions won't appear in the Pearson gradebook as a column until they have been started, and grades won't be sent until the session has ended. Once the Learning Catalytics grades are transferred to your Pearson gradebook, they will be available to sync to Blackboard.