



Pearson

Pearson MyLabs Instructor Quick Start Guide

Use with MyLab Math, Statistics, Accounting, Business Communication, Intro to Business, Business Law, Economics, Entrepreneurship, Finance, Management, Marketing, MIS, Operations Management, Automotive, Carpentry, Criminal Justice, Culinary, Graphics, Hospitality, HVAC, ServSafe, NCCERconnect, Brady, Health Professions, Medical Terminology, The Neighborhood, RealEHRPrep, Counseling, Ed Leadership, Education, and Process Technology.

Start by opening your MyLab course. If your course is integrated with a learning management system (LMS), you'll need to open your course through your LMS. If you don't have a MyLab course, here's a [guide to help you get started](#).

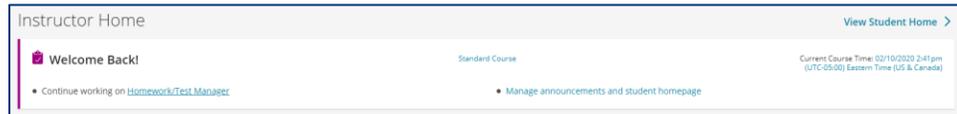
Contents

- Pearson MyLabs Instructor Quick Start Guide 1
- Course Overview 2**
 - Instructor Home 2
 - Assignment Manager 2
 - Create an Assignment 3
 - Work with Assignments 5
 - Set up your Gradebook 6
- Need help? 7**

Course Overview

Instructor Home

The point of entry for most MyLab courses is the Instructor Home. To view the home page as a student, select **View Student Home** in the top right-hand side of the screen.



The Instructor Home simplifies MyLab navigation. It's comprised of four tiles:

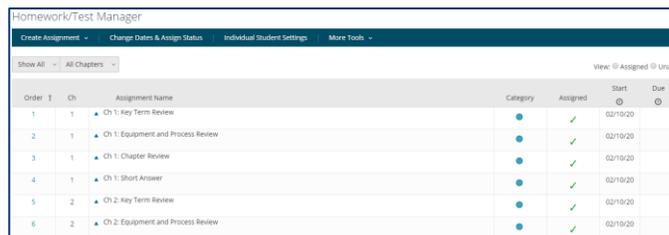
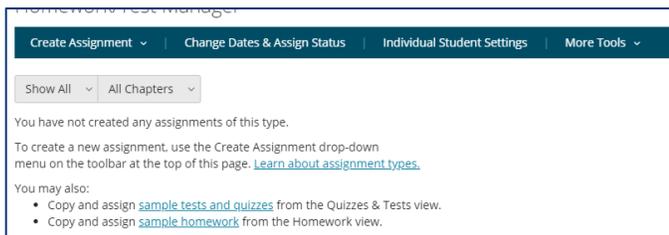
- Welcome - [manage your assignments](#), manage announcements
- [Gradebook](#) - manage grades, weights, set scoring options
- Assignments - create, import, copy assignments
- Enrich your course - learn more about the features available to you in your MyLab course materials

Each tile has direct links to the most highly utilized and important features for course administration, so you can quickly get where you need to go.

Assignment Manager

Creating new assignments, managing assignment settings and due dates, defining individual student settings, and making assignments available to your students happens through an instructor tool called the Assignment Manager (sometimes called Homework/Test Manager).

Depending on your MyLab product, your Assignment Manager may not contain any assignments yet, and you will create homework, quizzes, or tests by selecting the chapter questions you like, or by copying and assigning sample assignments. Your Assignment Manager may already contain assignments which have been prebuilt for you, but they may not yet be available to students. You can preview the assignments and decide which to assign. Students will not see or have access to unassigned material. Confirm in the Assigned and Due columns the desired settings for assignments.



No matter how your MyLab course is set up, you can create new assignments, remove unwanted assignments, and edit the due dates and assignment settings in your course.

Create an Assignment

Choose questions and media assets for your students to complete for homework, quizzes, and tests. Even if your course contains prebuilt assignments, you may wish to add a comprehensive assignment, like a midterm or final. In the Assignment Manager, select the Create Assignment button and choose what type of assignment you want to build, typically a homework, quiz, or test.

Build an assignment in three steps. [Start](#), [Select Media and Questions](#), and [Choose Settings](#).

Start

Name the assignment and select Next.

New Homework

1 Start
2 Select Media and Questions
3 Choose Settings

Book McClave: A First Course in Statistics, 12e

Gradebook Category Homework

Homework Name

Creating assignments for mobile use.

(If your course is integrated with Blackboard, make a materials selection. This does not impact student access to materials.)

Select Media and Questions

Use the Chapter drop-down menu to **select a chapter**. Use the section menu and objective menu to further target the questions you would like to view. You will see all available questions. Hover

over a question to see a thumbnail or select the question name to open and preview it (and even add it to the assignment).

Check the box by any question you want to add and select **Add**. You can navigate to a different chapter to add more questions if desired. You can also select the Media tab to add media assets to Homework assignments.

The screenshot shows the 'New Homework' interface at the 'Select Media and Questions' step. It includes dropdown menus for Name, Book, Chapter, Section, Objective, and Availability. A 'Question Source' section on the right has several checkboxes. Below are two lists: 'Available Questions (12)' and 'My Selections (0)'. An 'Add' button is positioned between the lists, and a 'Remove' button is below the 'Available Questions' list.

Select **Next** when finished.

Choose Settings

Enter availability dates for the assignment and modify any other settings if desired. Select get help on this page to see Help for available assignment settings.

The screenshot shows the 'New Homework' interface at the 'Choose Settings' step. It includes fields for Name, Book, and Availability Options. The Availability Options section has fields for Available date and time, Due date and time, and Chapter Associations. A 'Scoring Options' section is partially visible at the bottom.

Select **Save and Assign** to assign to students.

The assignment will now be listed in your Assignment Manager, and a green checkmark will appear in the Assigned column. Once the assignment start date arrives, students will see it in their assignments list.

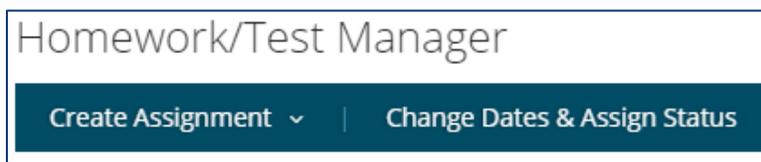
Work with Assignments

When you have assignments in your Assignment Manager, use the **Actions** column to manage them individually. From the drop-down menu you can unassign, edit (if no students have started the assignment), copy, delete, change the settings for the whole class, or change the settings for individual students. Use Preview to review the assignment as a student. However, when reviewing a quiz or test in this mode, the Check Answer button will appear for every question. This button will not appear for students. You can also preview an assignment in the student view by clicking on the Assignment, Homework, or Quizzes & Tests tabs on the Main Menu.

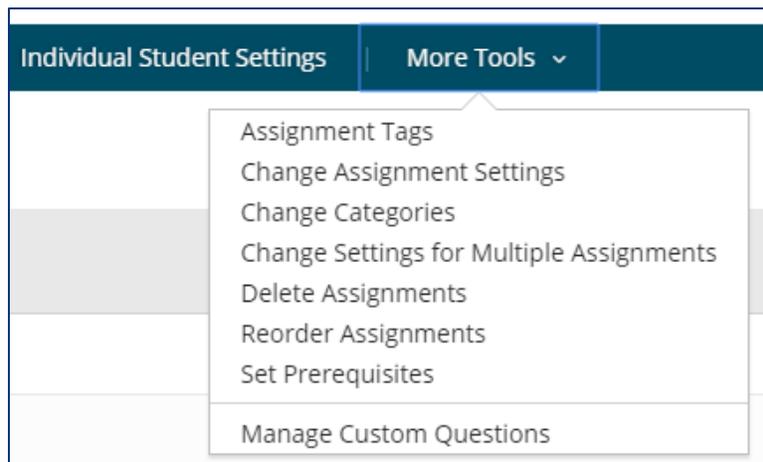
Category	Assigned	Start	Due	Actions
●	✓	02/10/20		-- Select --
●	✓	02/10/20		Unassign
●	✓	02/10/20		Edit...
●	✓	02/10/20		Copy...
●	✓	02/10/20		Delete
●	✓	02/10/20		Settings for Class
●	✓	02/10/20		Settings per Student
●	✓	02/10/20		Preview
●	✓	02/10/20		List Questions
●	✓	02/10/20		Print...

Use the Assignment Manager toolbar to perform actions on multiple assignments:

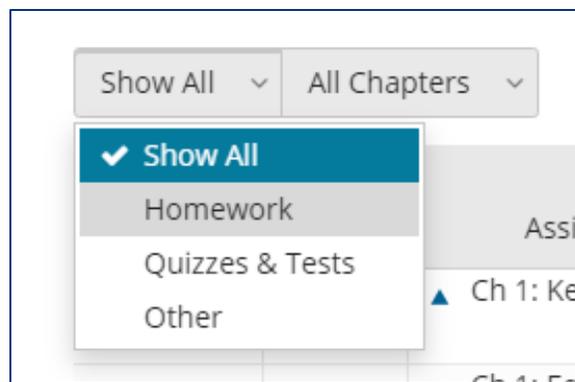
- Use **Change Dates & Assign Status** to manage the due dates and availability of several assignments at once.



- Select **More Assignment Tools** to complete actions like deleting multiple assignments at once, reorder assignments, or change settings for multiple assignments.



- Use the filter buttons to quickly filter the list to homework only, quizzes & tests only, or assignments for a specific chapter.



All assignments in your Assignment Manager will be listed in your Gradebook. If you have assignments that you do not plan to assign to students in your MyLab course, consider deleting them or omitting their scores from the gradebook. This will make your Assignment Manager and Gradebook more manageable.

Students see assignments in the order they are listed in your Assignment Manager. Consider Reordering assignments to make sure they are in the proper order for your students, especially if you create your own assignments which are added to the end of the assignments list. You can reorder assignments by selecting **More Tools** on the Assignment manager.

Set up your Gradebook

Your gradebook is a powerful and useful tool in your course. There are some features that you will want to familiarize yourself with as soon as your assignments are created. Watch the [video: MyLab Gradebook Overview](#) (1:24)

- **Manage Incompletes:** students who do not complete your assignments do not automatically get 0's; you will need to Manage Incompletes to push those zeroes through. Do this several times through the semester so your students don't have an overinflated sense of their grade.
 - Watch the [video: Manage Incompletes](#) (1:52 min)
- Use the **Change Weights** page to make sure that the homework, quiz, and test weights match your syllabus. Or, choose Assignment Weighting instead, and simply weight the assignments against each other. If your courses are integrated with a Learning Management System, learn how to [set up your gradebook for Grade Sync to an LMS](#).
- **Export your data.** You can run quick exports or advanced exports on your students' grades. Explore the many reports and parameters that you can choose from, and export to a .csv file.
 - Watch the [video: Quick Exports](#) (1:46 min)
- Before students do work in your course, **Set Scoring Options** from the More Tools drop-down. Scoring options include whether the grades display at percentages or points. If you allow multiple attempts at quizzes and tests, you can choose whether the best score, most recent score, or average score records in the gradebook. You can also hide students' Overall score, so they will only see their scores on individual assignments.
- **View Results By** Assignments, Student Overview, Study Plan, or Performance by Chapter. Viewing by Assignments will present your assignments and students in a table format where you can view their scores and open individual results.
- **Search by student** first or last name to quickly pull up a student in your class, especially helpful in courses with large rosters!
- **Select a student's name** in the roster to go to a page of that student's entire results in the course to date.
- **Additional Gradebook functions**
 - Watch the [video: Search and email by Criteria](#) (3:19 min)
 - Watch the [video: Performance Analytics](#) (2:01 min)

Need help?

Select get help on this page  to see Help for the specific page you're on in your course.

[Pearson Support](#) is always available. Search for articles by topic or contact us if you need additional help. 24/7 Live chat and phone assistance is available.