Pearson

Canvas Integration Guide for

Math, Statistics, and Engineering	MyMathLab, MyStatLab, MyEngineeringLab
Business	MyAccountingLab, MyBCommLab, MyBizLab, MyBusinessLawLab, MyEconLab, MyEntrepreneurshipLab, MyFinanceLab, MyHVACLab, MyManagementLab, MyMarketingLab, MyMISLab, MyOMLab
Careers	MyAutomotiveLab, MyCarpentryLab, MyCJLab, MyCulinaryLab, MyHospitalityLab, MyHVACLab, MyServSafeLab
Health Science & Nursing	MyBradyLab, MyHealthProfessionsLab, MyMedicalTerminologyLab, MyNursingLab
English	MyLiteratureLab, MyReadingLab, MySkillsLab MyStudentSuccessLab, MyWritingLab
Foundations	MyFoundationsLab
Teacher Education	MyCounselingLab, MyEdLeadershipLab, MyEducationLab

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Are you a Coordinator who will customize the Coordinator MyLab course, but then allow other instructors to copy it, retaining less control over the member courses? This option is popular with Coordinators who want to set up the structure and content of the MyLab course, but then want the member section instructors to copy the course, and own it in their own educator accounts, while still being part of a Course Group. .. 26

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Are you a Coordinator who will customize the Coordinator MyLab course and needs maximum control of the member sections in your own Pearson account? This option is popular with large programs with many adjuncts, so that the Coordinator can maintain the most control of the course structure, assignments, and menu items in the MyLab

member courses. Member section instructors will enroll in the section with a section instructor access code. 36

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Before You Begin

Introduction

Hello and welcome! Pearson's MyLab & Mastering online courses are available for integration with Canvas. Instructors and students can link their Canvas and Pearson accounts to enable single sign-on to MyLab & Mastering from within their Canvas courses. Students can spend more time learning and less time managing their course access.

If you are looking for guidance in getting started, or seeking information about the integration and grade sync, you have come to the right place!

Within this guide you will find:

- Just-in-time assistance setting up your integration.
- Best practices and strategies for effective implementation of the integration.
- Support with setting up grade sync.

Getting Started Checklist

Before you can integrate your Canvas course with Pearson MyLab & Mastering, make sure you note the following:

- ☐ Please make sure that your school's Canvas Administrator has installed the **MyLab & Mastering for Canvas Building app**. The app must be installed before moving forward with setting up your course(s).

- ☐ You will need your **username** and **password** for **Canvas**. If you do not have a Canvas account yet, please speak with your school's Canvas Administrator.

- ☐ If you are an Educator, Course Coordinator, or Section Instructor who has previously linked a Canvas STUDENT account to a Pearson MyLab course, **you will need a NEW Canvas account**, and it must be a Educator/Teacher account.

- ☐ You will also need a username and password for your Pearson account. If you do not have a Pearson Account, please speak with your Pearson Sales Representative.

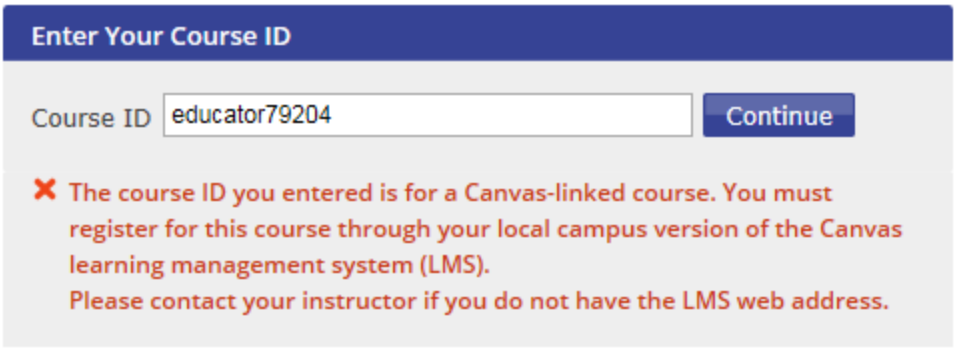
    - Section Instructors whose MyLab courses have been paired for them through Canvas will enroll in the MyLab with a Section Instructor access code, and should have a Pearson Section Instructor or full Educator account, or will create a Section Instructor account when enrolling in the course as a Section Instructor.

- Teaching Assistants whose MyLab courses have been paired for them through Canvas will enroll in the MyLab with a Student access code, and should have a Pearson Student account, or will create a Student account when enrolling in the course as a Teaching Assistant.

☐ Please check that the MyLab & Mastering materials that you want to link are in the Pearson catalog. Your Pearson Sales Representative will be able to help you, if needed.

If you've used a Pearson MyLab & Mastering course before, you may remember that you needed to give students your Course ID to enable them to enroll. When you integrate with Canvas, you will no longer do this. ***Students do not need your Course ID to enroll in your MyLab course when integrated with Canvas – do not give it to them***. Click here for a student handout on enrolling in your integrated MyLab course.

If students try to register through www.pearsonmylabandmastering.com or a specific product's website (e.g. www.mymathlab.com), they will receive an error message that the Course ID they entered is for a Canvas-linked course, and they must register through their local campus version of the learning management system.



☐ If you plan to sync grades once you've integrated your course, please know that only raw scores from individual assignments will come over from the Pearson course. ***No grade weights for categories or assignments will transfer, and scores will only show as points not percentages.***

☐ Still need help? Our Customer Technical Support knowledge base is full of helpful articles on Canvas integration. On that site, you can also start a live chat, 24 hours a day.

Once you have reviewed this list, you are ready to get started!

Module 1: Add the Pearson MyLab & Mastering Link to Course Navigation

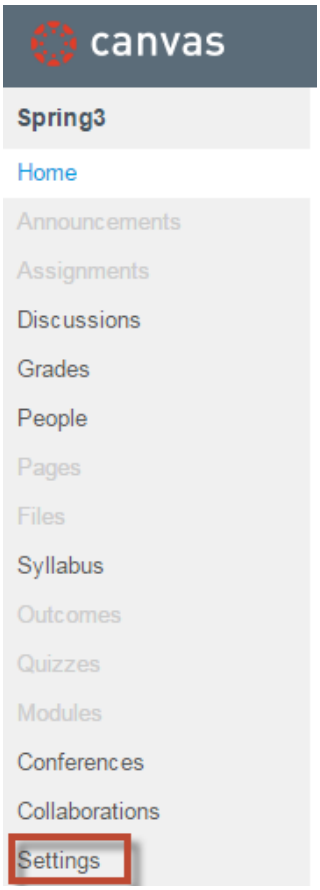
Video: Add MyLab and Mastering tools to Canvas course navigation

The first step to integrate your Canvas course with a Pearson MyLab is to add the Pearson MyLab and Mastering link to the navigation menu of your Canvas course.

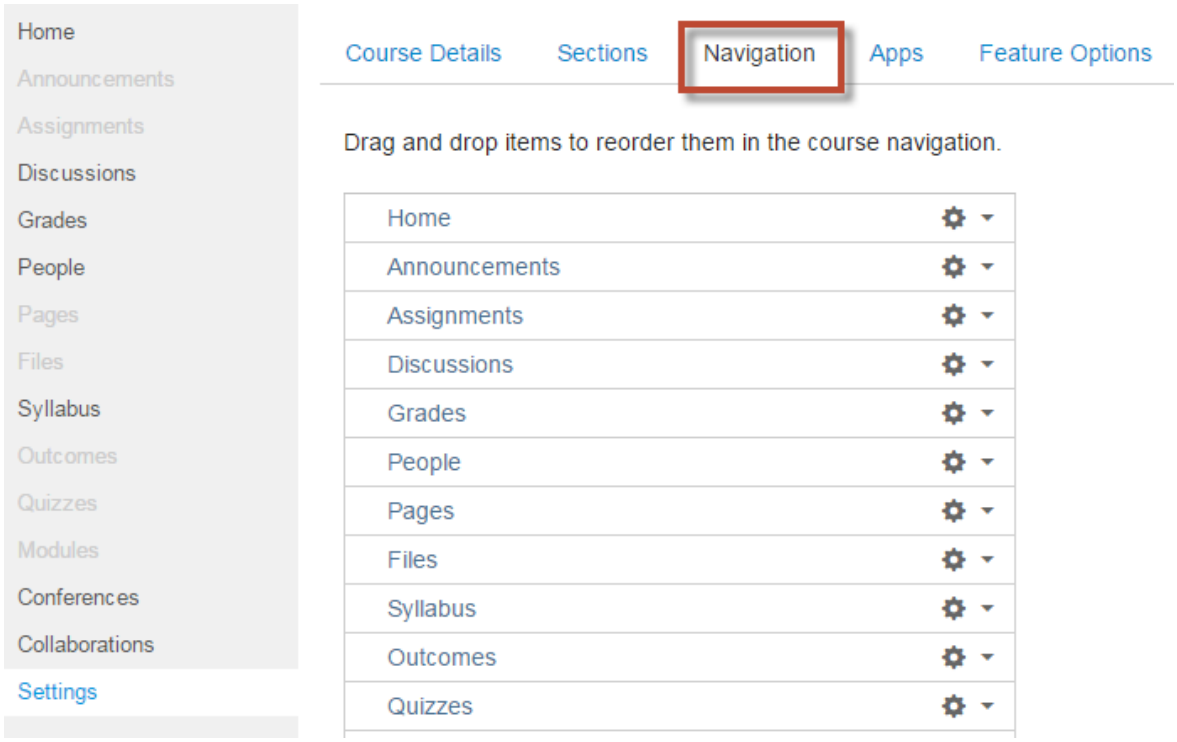
Once added, you will use this menu button to link your Canvas and Pearson accounts for single sign-on, and select a Pearson MyLab to pair with your Canvas course.

Step-by-Step Instructions

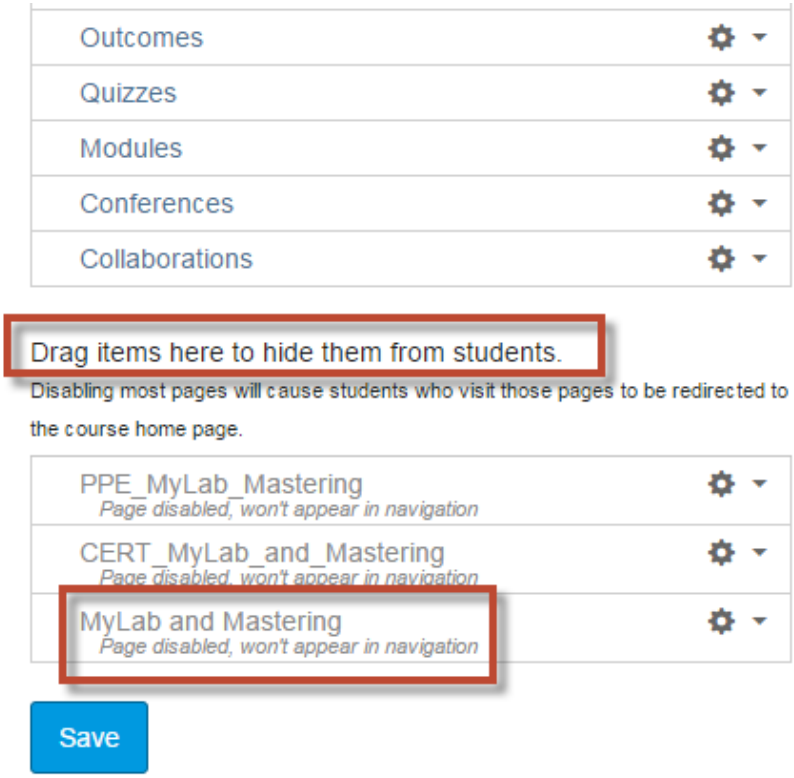
1. Enter your Canvas Course. In the left hand navigation bar, click on **Settings**.



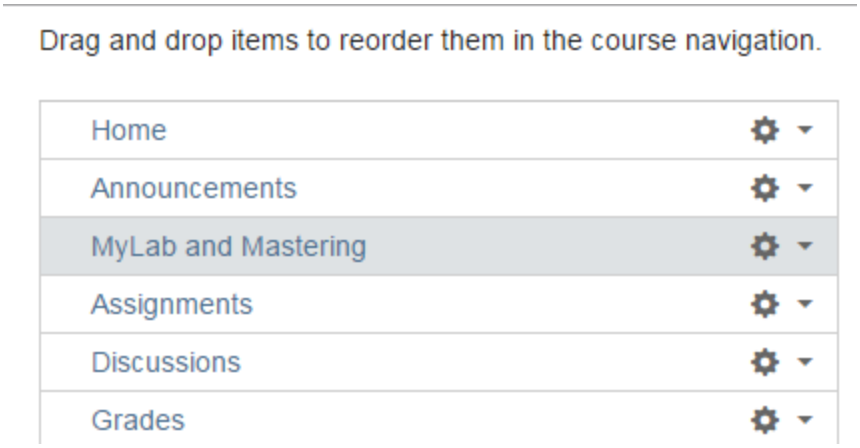
2. On the Settings page, click the **Navigation** tab at the top of this screen.



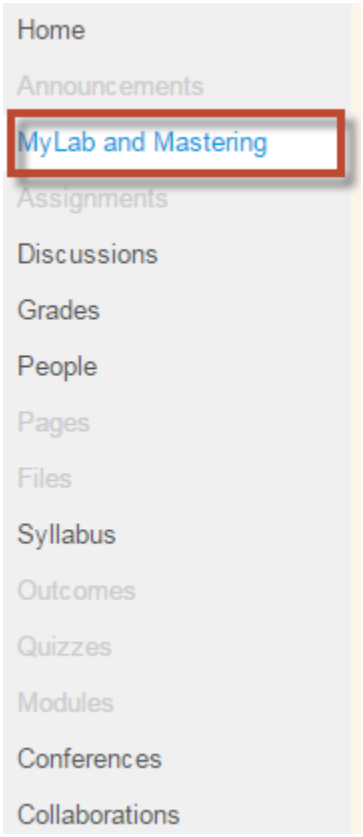
3. Scroll down to MyLab and Mastering under the Drag items here to hide them from students.



4. Drag **MyLab and Mastering** into the course navigation list, drop it where you'd like it to reside in your navigation, and click **Save**.



5. Click **MyLab and Mastering** in the navigation and you will able to proceed with linking your accounts and/or pairing your Canvas course with a MyLab and Mastering product.



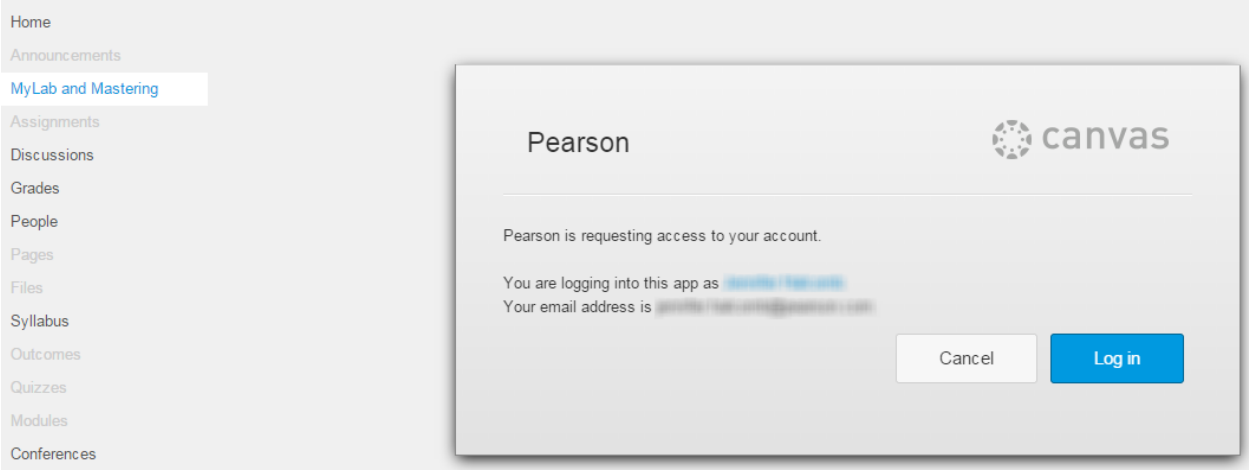
Module 2: Link your Canvas and Pearson Accounts

If you have not integrated a Pearson course with Canvas before, you will need to link your accounts. You will only need to do this once! After linking your accounts, you can integrate other Pearson courses with Canvas and be able to skip this step. (If you have previously linked your accounts, skip to Module 3.)

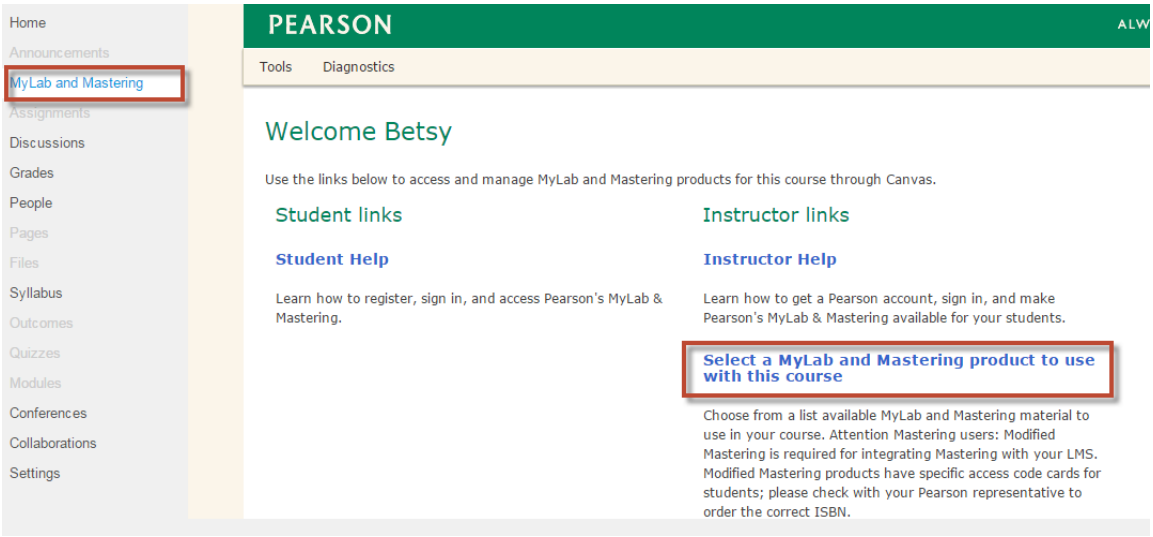
Video: Instructors: MyLab & Mastering for Canvas link user accounts and pair courses

Step-by-Step Instructions

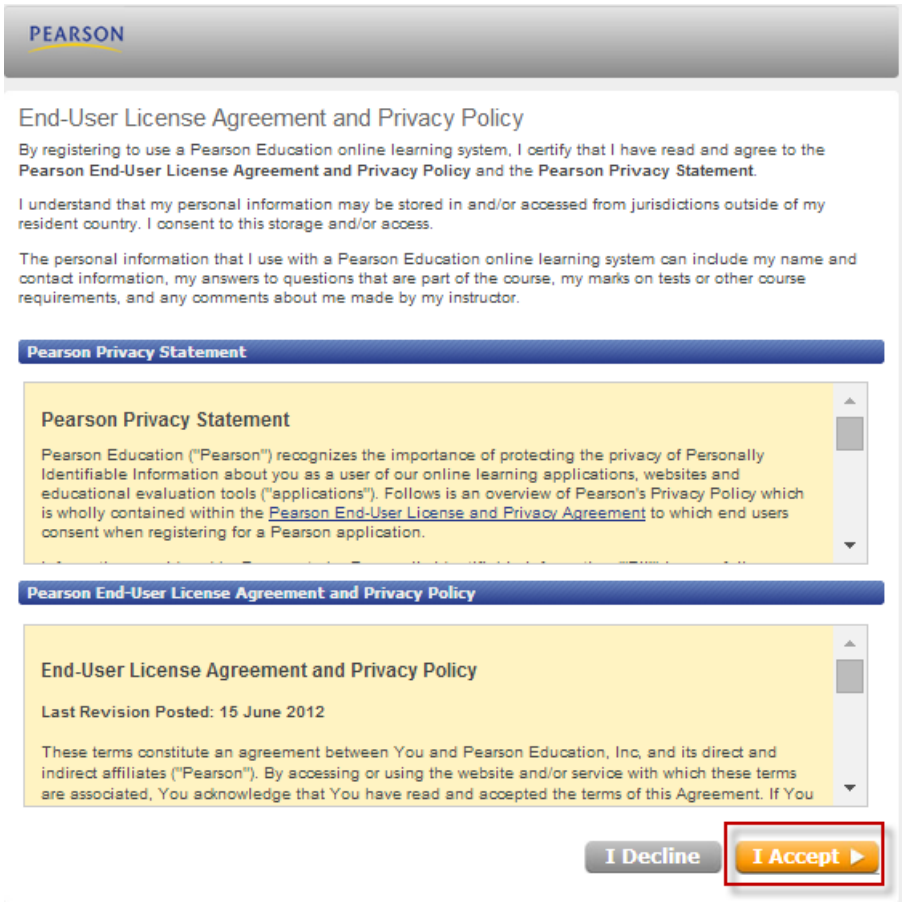
1. Click **MyLab and Mastering** in the course navigation menu.
2. Click **Log in** in the message box where Pearson is requesting access to your account.



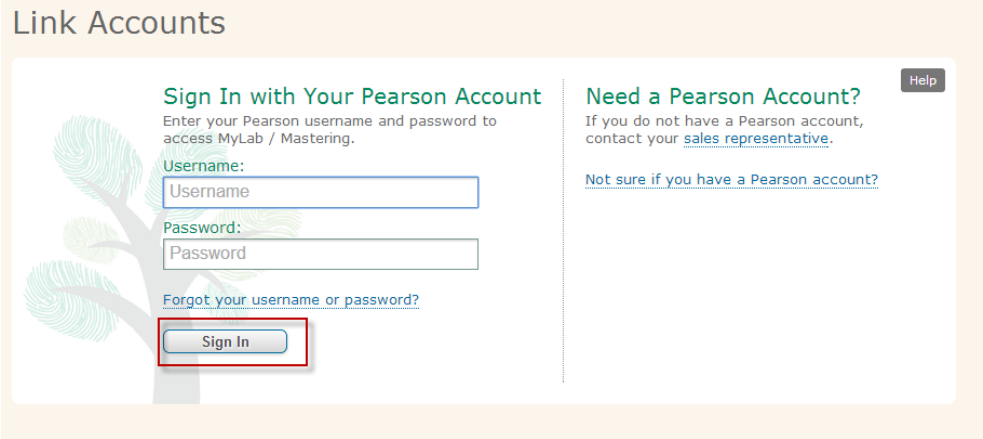
3. The Pearson tools page will now open. Click on Select a MyLab and Mastering Product to use with this course.



4. The End-User License Agreement and Privacy Policy will appear. Click I Accept to continue.

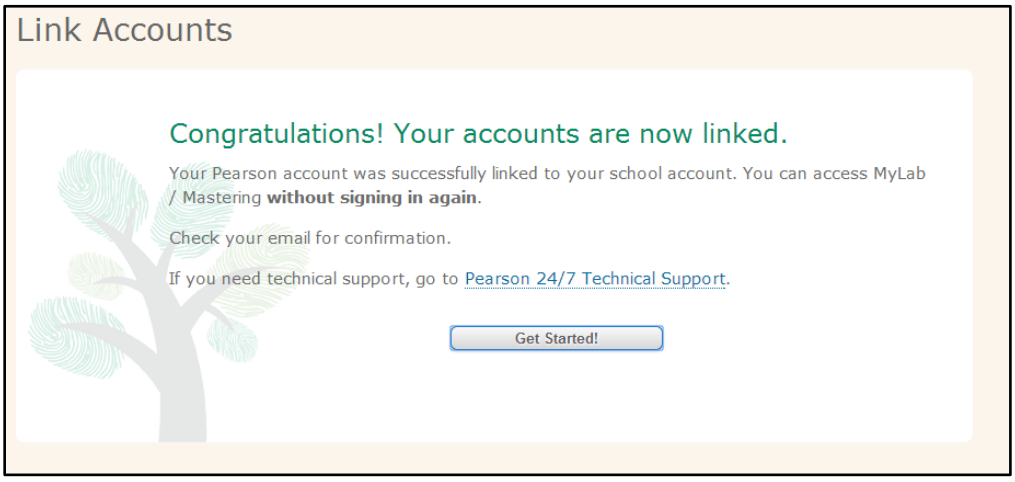


5. The Link Accounts page appears. Enter in your **Pearson** Username and Password and click **Sign In**.



Tip: If you cannot remember your Pearson username or password, please use the **Forgot your username or password?** link rather than creating a new account. If you don't have an instructor account, contact your Pearson sales rep.

6. Congratulations! – Your accounts are now linked! You will not need to sign in to your Pearson account again through Canvas.



You are now ready to integrate your Pearson course. Click **Get Started**, and move to the appropriate Scenario for you in Module 3.

Module 3: Create Your Course

You have great flexibility when integrating your Canvas course with a Pearson MyLab & Mastering course. First, identify the type of course or courses you need:

A **Standard Course** is the most common and most basic type of course created during integration. It is a single course for your own use. (Scenario 1)

A **Course Group** is comprised of a **Coordinator Course** and **Member Courses**. There are different options for setting up coordinator and member sections, depending on who manages the Canvas course content, who manages the Pearson MyLab & Mastering content, how reporting and analysis are handled, and access levels of the Member Course instructors. (Scenario 2)

Next time you teach, you may want to copy your integrated course, so we have instructions for you on how to do that. (Scenario 3)

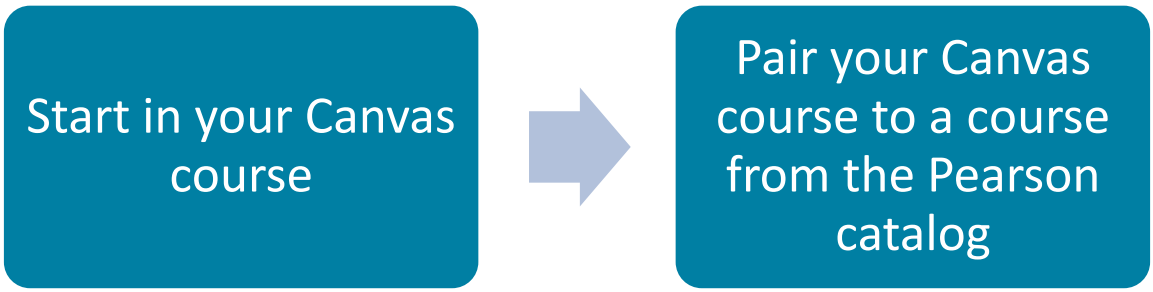
Scenario 1: Do you need to create a Standard Course?

If you have chosen to set up a single course for your own use, there are **three** different options that you have to set up your Standard Course:

- Search the catalog for a new course
- Copy one of your existing MyLab courses
- Copy another instructor's course

Note: You cannot pair your Canvas course with a Pearson MyLab course you already have in your Pearson account. However, you can make a COPY of that MyLab course through Canvas, so that it contains any customizations you may already have made to it.

Create a new MyLab course from the catalog

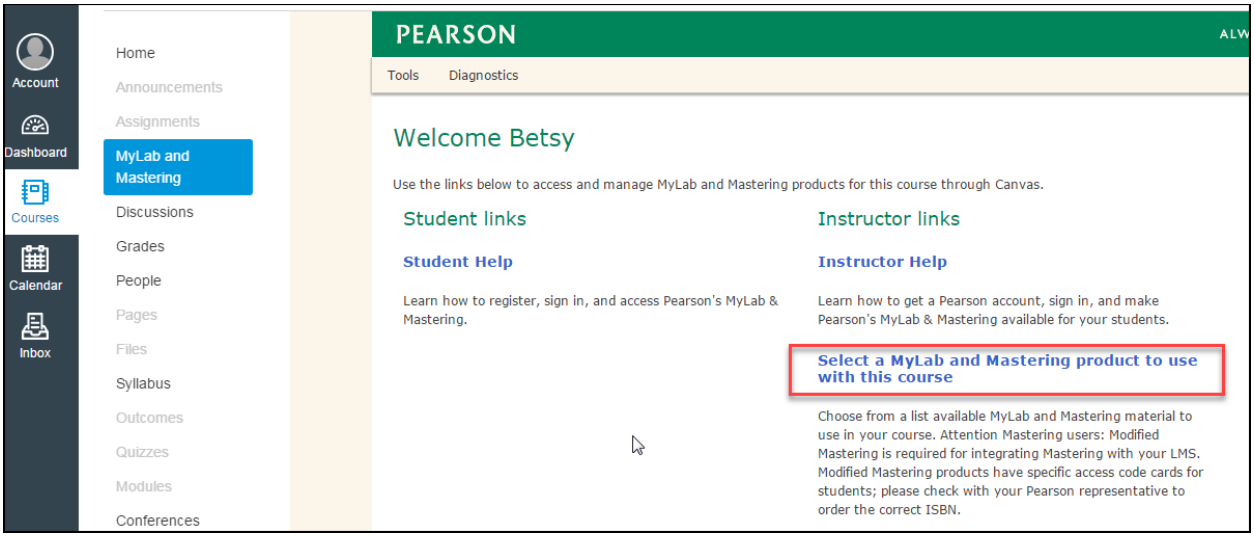


Video: Pairing Your Canvas Course with a Course from the Pearson Catalog

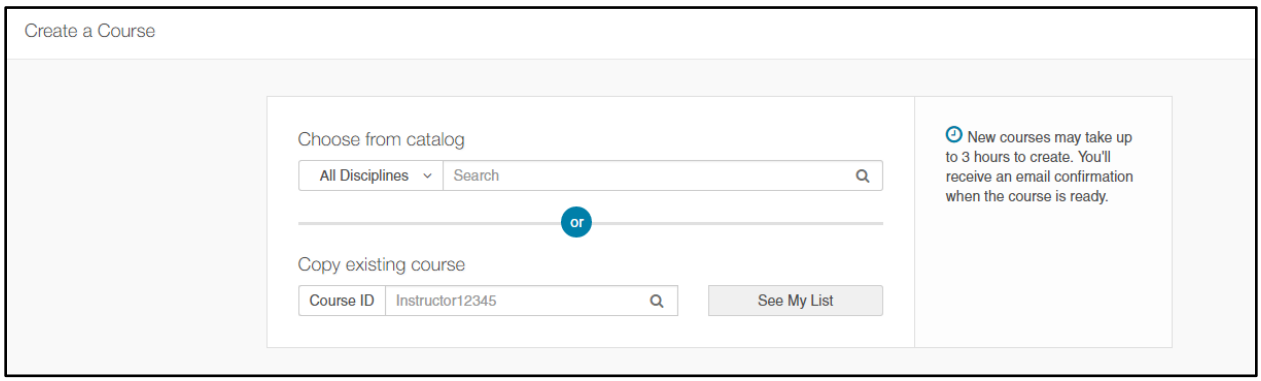
Step-by-Step Instructions

1. If you aren't already, log in to your Canvas course. In the course navigation, click **MyLab and Mastering**.

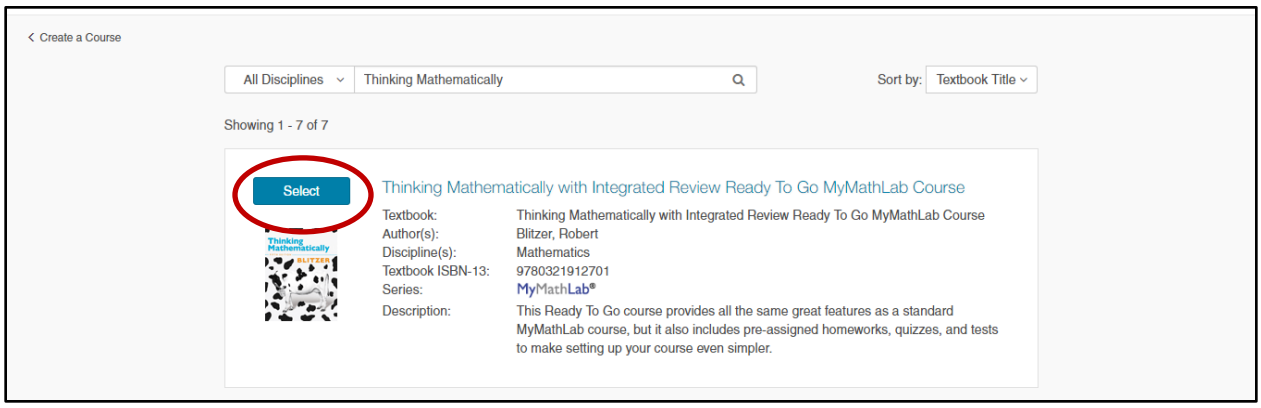
2. Click **Select a MyLab and Mastering product to use with this course** (if you have just linked your accounts and have clicked **Get Started**, you will be taken automatically to the screen in Step 3.)



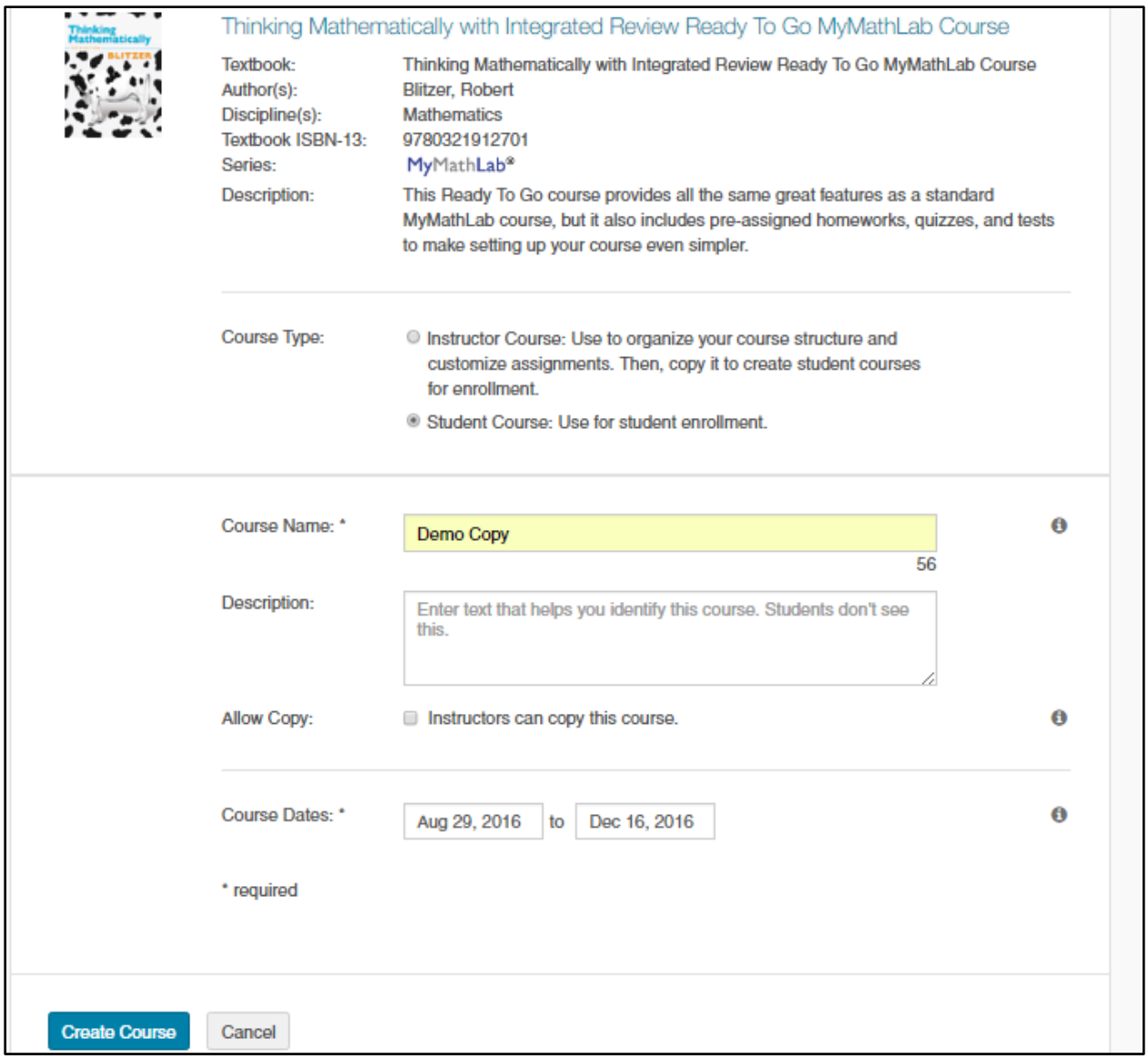
3. **Create** a new MyLab & Mastering course by entering an author's name, title of your book, ISBN, or a discipline (e.g., Math) in the **Search** field.



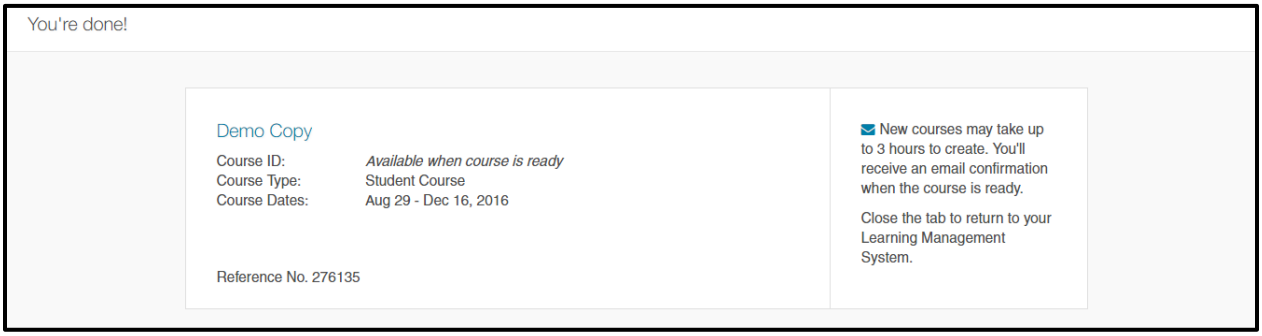
4. Once you have located your book, click the **Select** button. Make sure that you do this carefully! There may be different editions of your textbook listed, or the same materials with different release-dates listed. As a best practice, select the most-recent release to obtain the most up-to-date materials.



5. You will now fill in your course information. Please fill in the title (name) of your course, the dates for your course), and if you would like the ability for other instructors to copy your course, click the box. Then click **Create Course.**



6. You're done! Your course is being created and will be ready to go shortly.

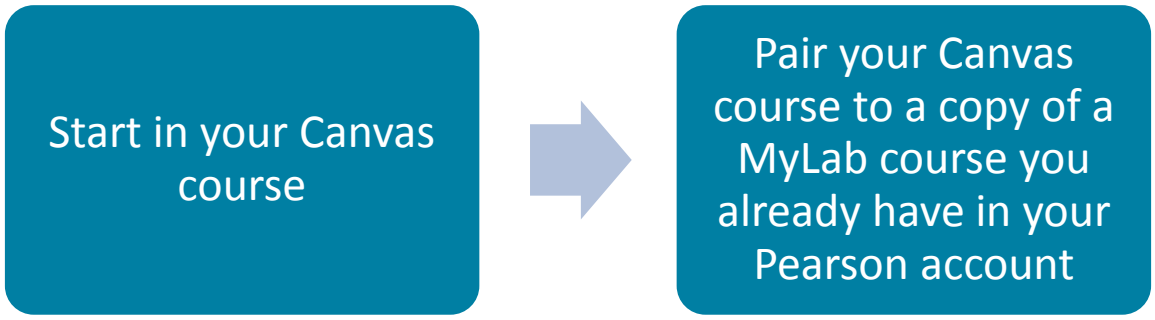


Note: It takes time for the course to set up. If you try to click into the paired MyLab course before it's finished processing, you'll receive a "course1" error message.

Once the course is ready, you will receive an email alerting you that it is now available and ready for use. You should receive the email within an hour, but please be aware that it can take a few hours depending on server traffic.

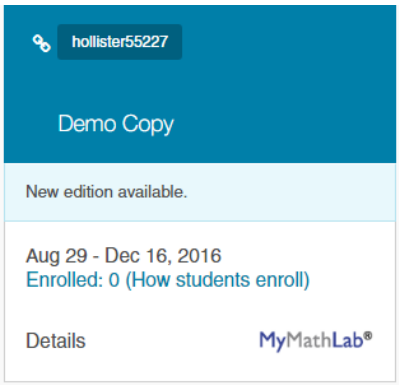
If you do not receive your email within a few hours, please check your junk or spam filter as the email might have gotten stuck in the filter. You don't have to stay signed in to Canvas during this process.

Copy one of your existing MyLab courses



Copying one of your existing MyLab courses is extremely useful if you've taught with a Pearson MyLab and Mastering course before, and now find you're teaching the same course again but would like to integrate with Canvas. Copying a course that's already in your Pearson account will make an exact copy of that course, but with an empty student roster. You may need to adjust dates on your assignments, but all of your assignments and settings will be copied over.

Sometimes there is a misconception that you can pair your Canvas course with a MyLab course that you've already created. In other words, you've set up your course in your Pearson account and now you want to pair it – this can't be done. However you CAN make a copy of this course so that you don't have to start from scratch. Just know that in your Pearson account, you would see two courses after pairing: your original course, and a copy of it that will have a Linked Materials icon next to your course ID.

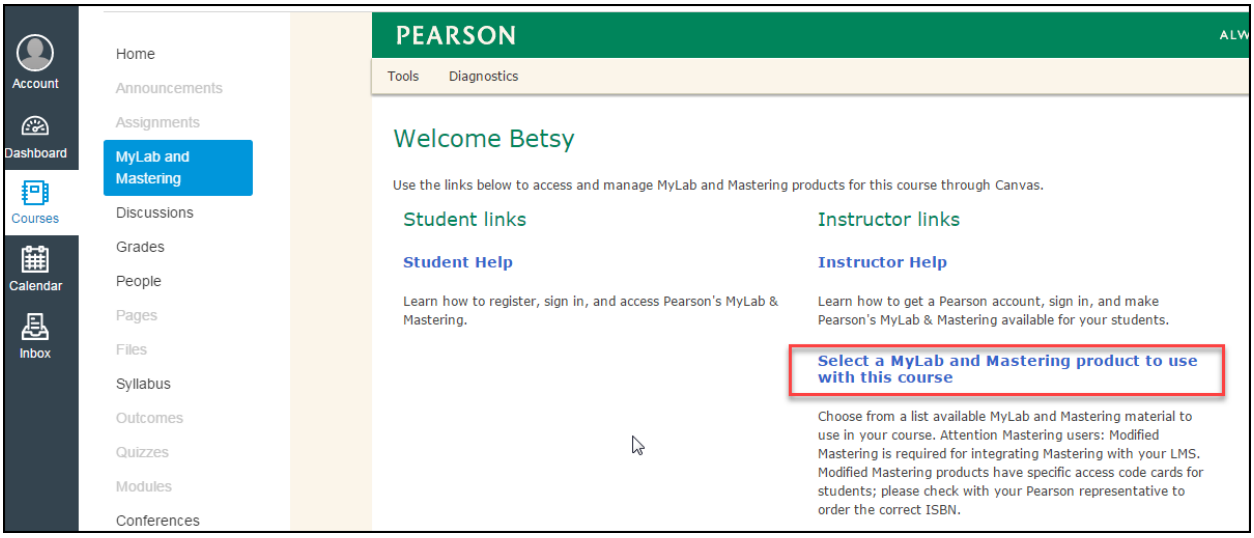


Video: Pairing Your Canvas Course with a Copy of an Existing MyLab & Mastering Course

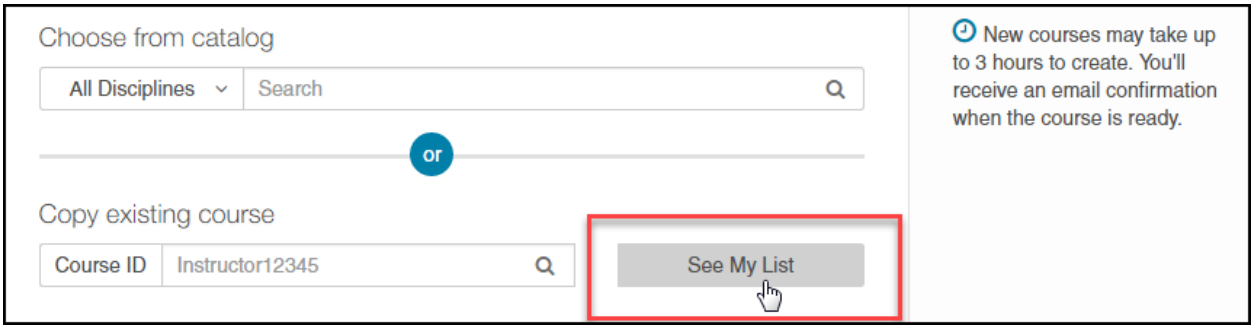
Step-by-Step Instructions

1. If you aren't already logged in, log in to your Canvas course. In the course navigation, click **MyLab and Mastering**.

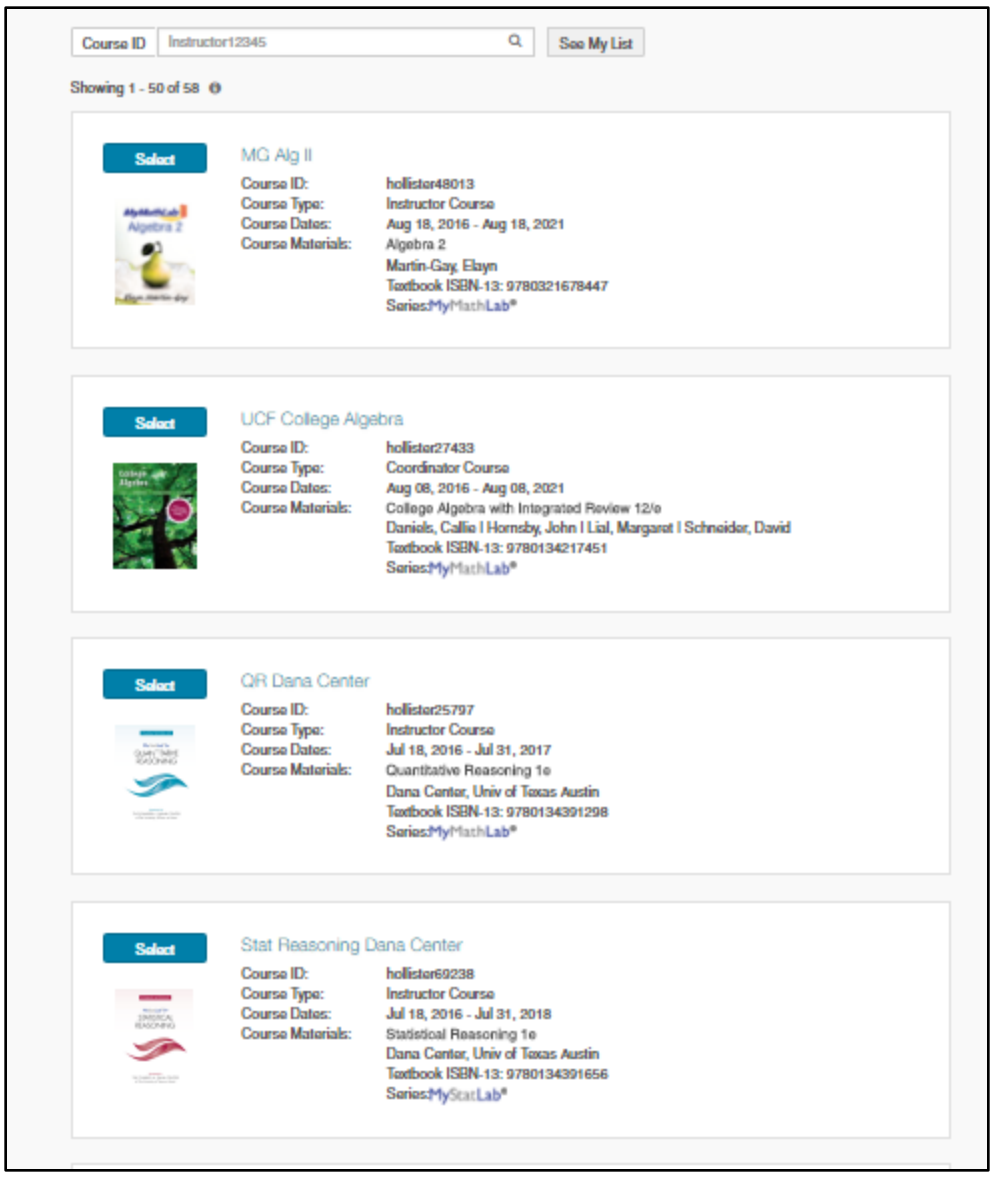
2. Click **Select a MyLab and Mastering product to use with this course** (if you have just linked your accounts and have clicked **Get Started**, you will be taken automatically to the screen in Step 3.)



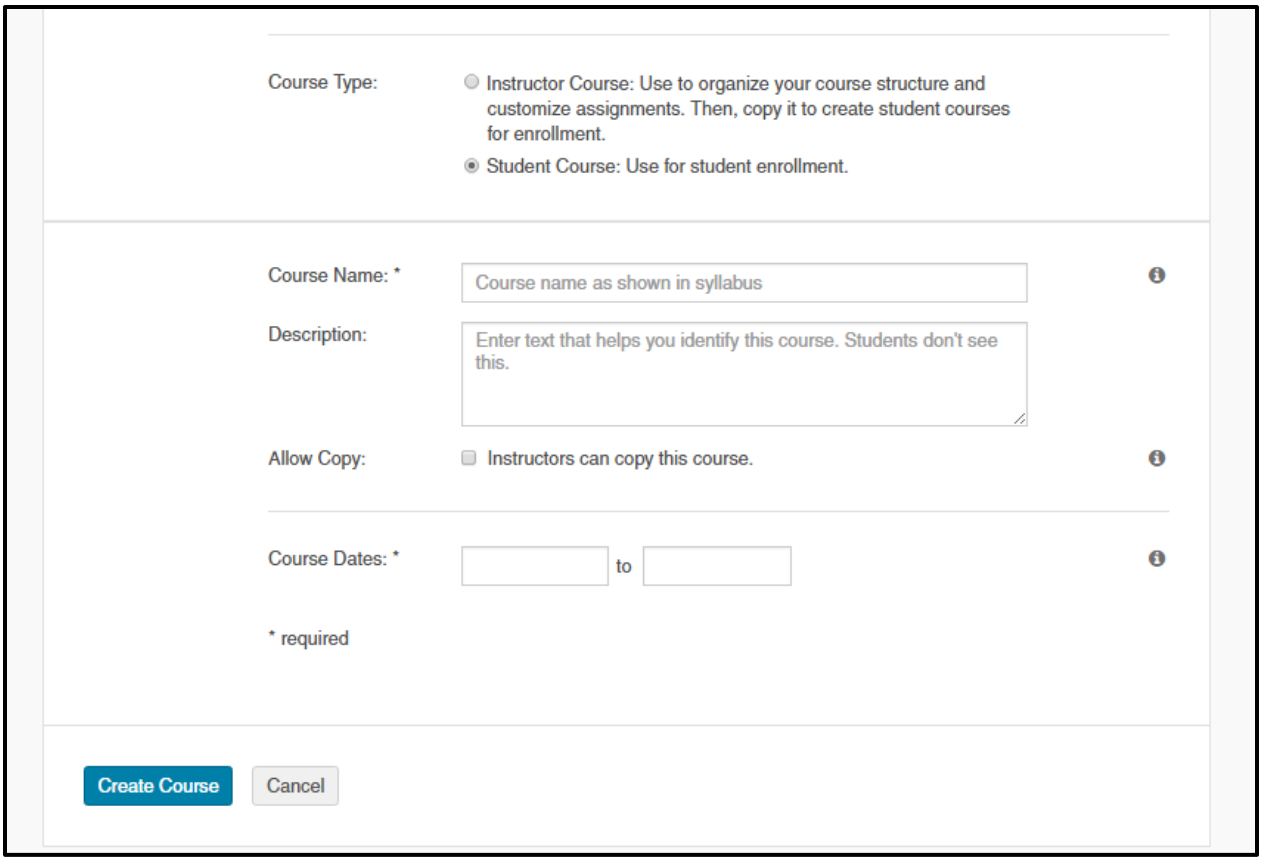
3. Scroll through your list of courses by selecting **See My List**.



4. Choose the course you want. Then click **Select**.

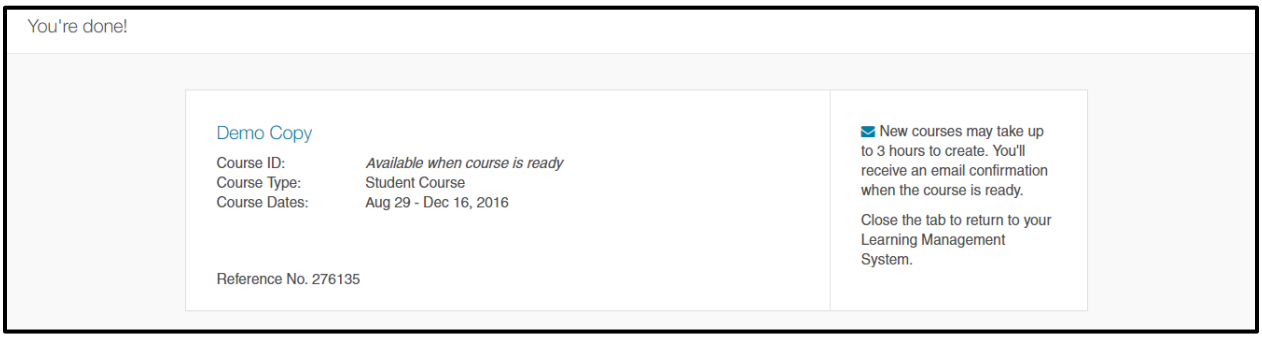


Note: If you have multiple courses in your Pearson account, be very careful to select the correct course to copy. Deleting the course pairing requires assistance from Pearson Customer Technical Support, should you pair the wrong MyLab to your Canvas course.



5. You will now fill in your course information. Please fill in the title (name) of your course, the dates for your course, and if you would like the ability for other instructors to copy your course, check the box. Then click **Create Course.**

6. That's it! Your course is being created and will be ready to go shortly.

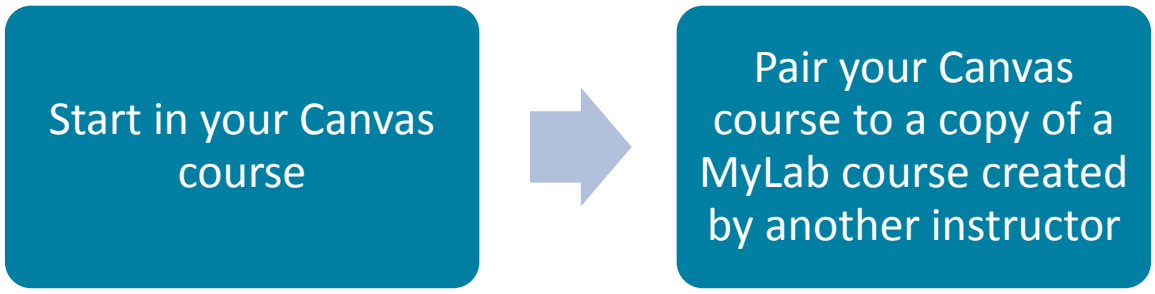


Note: It takes time for the course to set up. If you try to click into the paired MyLab course before it's finished processing, you'll receive a "course1" error.

Once the course is ready, you will receive an email alerting you that it is now available and ready to for use. You should receive the email within an hour, but please be aware that it can take a few hours depending on server traffic.

If you do not receive your email within a few hours, please check your junk or spam filter as the email might have gotten stuck in the filter. You don't have to stay signed into Canvas during this process.

Copy another instructor's course

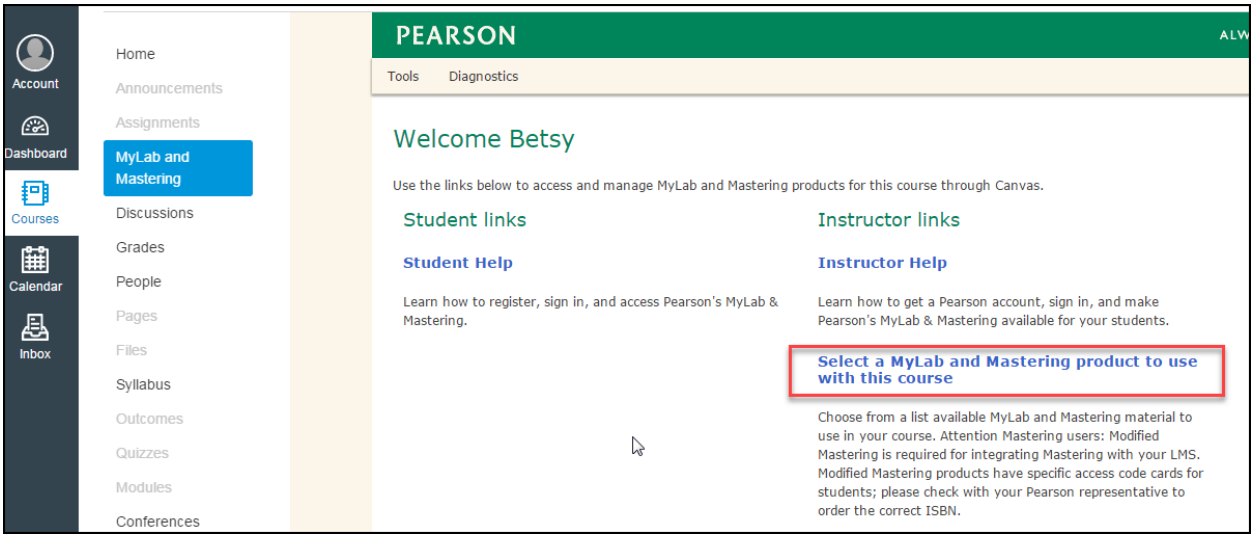


You can pair your Canvas course with a copy of another instructor's course, if that instructor has made the course available for copy, and has shared with you the Course ID. This is especially helpful if you are a new instructor, and someone has taught with the Pearson MyLab and Mastering course before, or if you want to ensure consistency across sections, and yet have independent courses.

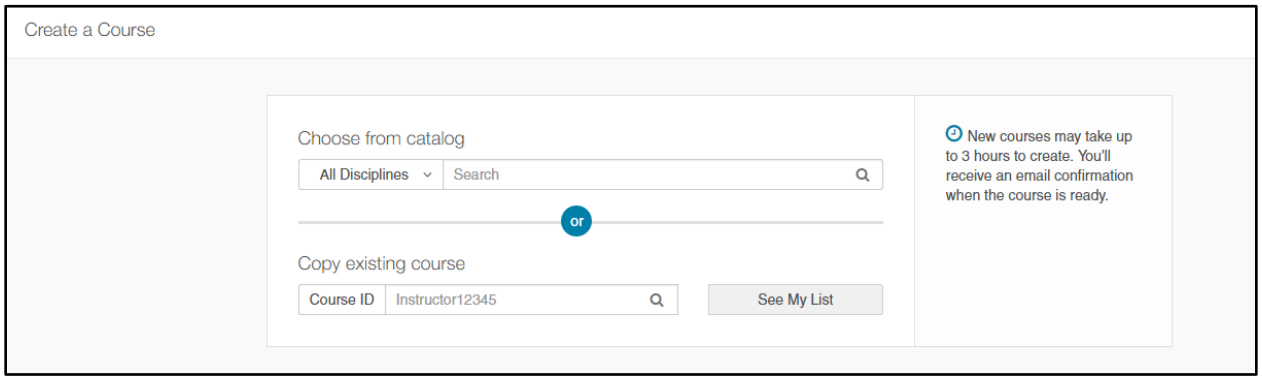
Video: Pairing Your Canvas Course with a Copy of an Existing MyLab & Mastering Course

Step-by-Step Instructions

1. If you aren't already, log in to your Canvas course. In the course navigation, click **MyLab and Mastering**.
2. Click **Select a MyLab and Mastering product to use with this course** (if you have just linked your accounts and have clicked **Get Started**, you will be taken automatically to the screen in Step 3.)

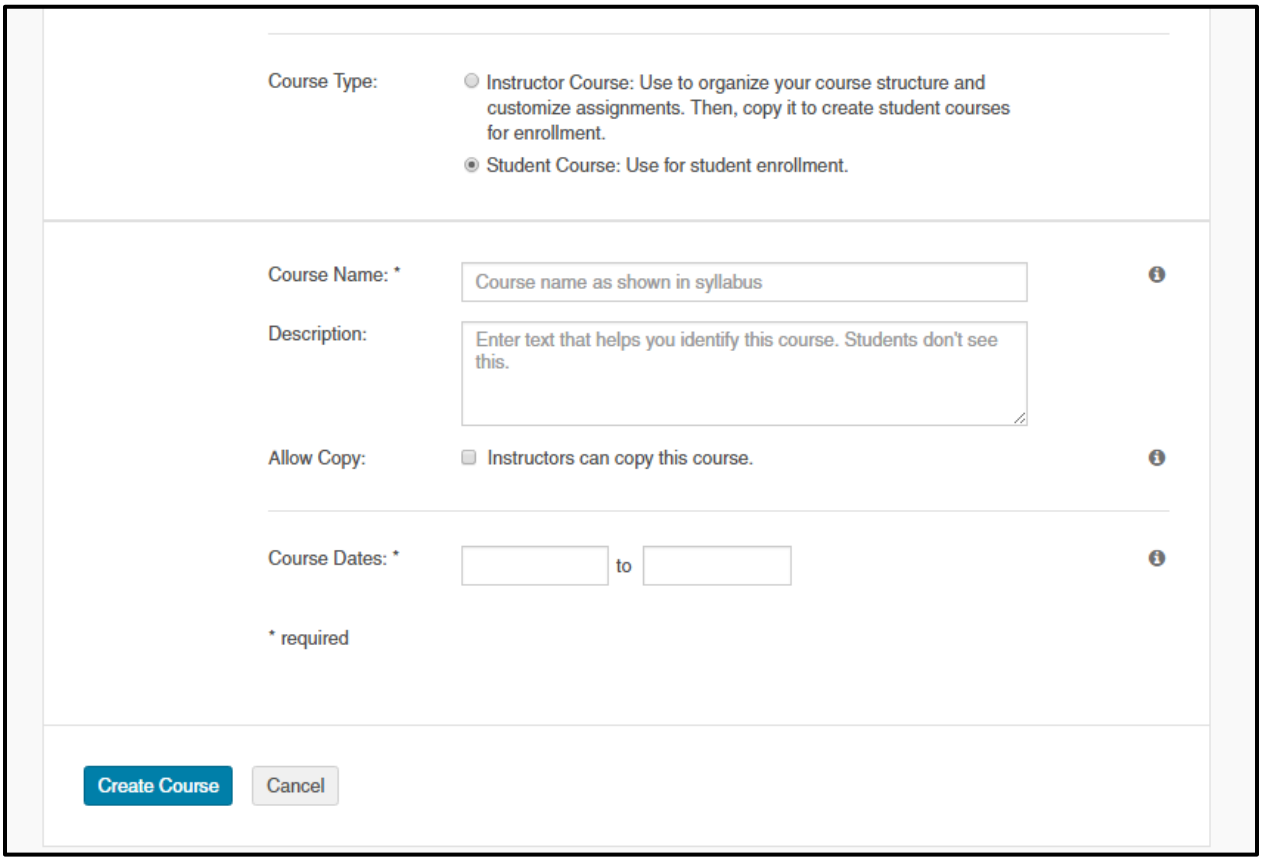


3. In the new window, enter your colleague's Course ID. Click **GO**.

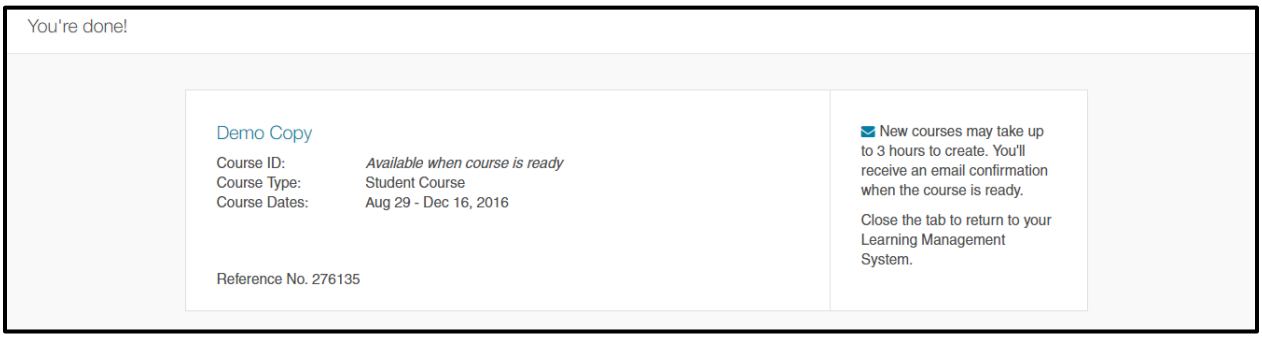


Note: Your colleague must set the course to be available to copy. Ask your colleague to sign into www.pearsonmylabandmastering.com, locate the course in the course list, and click **Details** next to the course name. Now your colleague can click **Edit Course Details**, and change the copy setting to **Available for Copy**. Once the setting is saved, you will be able to copy the course and pair it with your Canvas course.

4. You will now fill in your course information. Please fill in the title (name) of your course, the end-date for your course (**do NOT change the start date** no matter when your course starts or you won't be able to access the course until that date), and if you would like the ability for other instructors to copy your course, change this setting to **Yes**. Then click **Continue.**



5. That's it! Your course is being created and will be ready to go shortly.



Note: It takes time for the course to set up. If you try to click into the paired MyLab course before it is finished processing, you'll receive a "course1" error.

Once the course is ready, you will receive an email alerting you that it is now available and ready to for use. You should receive the email within an hour, but please be aware that it can take a few hours depending on server traffic.

If you do not receive your email within a few hours, please check your junk or spam filter as the email might have gotten stuck in the filter. You don't have to stay signed into Canvas during this process.

Scenario 2: Do you need to create a Course Group (Coordinator Course with Member Courses)?

Do you customize or manage multiple sections of the same course for other instructors? Or do you teach multiple sections of the same course yourself? If so, you might be using a Course Group (Coordinator/Member Courses) to set up or manage these MyLab courses.

You can integrate your Course Group with Canvas. You have options for how your Course Group is integrated, depending on how much control you want over the member courses, and whether you also manage the content of the Canvas course.

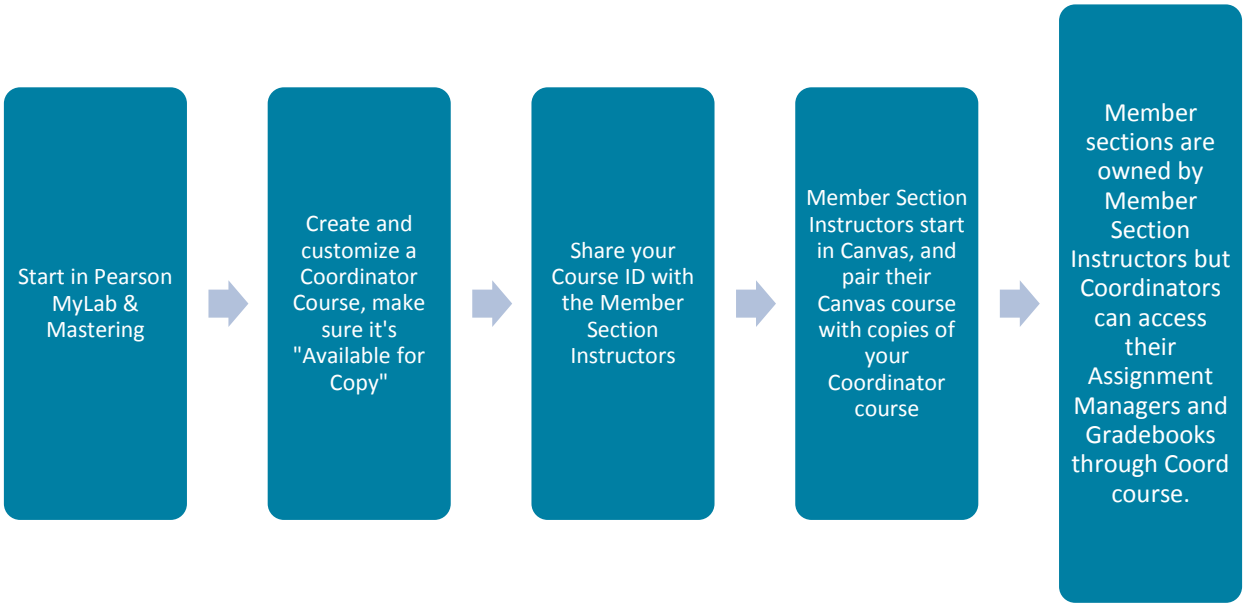
Are you a Coordinator who will customize the Coordinator MyLab course, but then allow other instructors to copy it, retaining less control over the member courses? This option is popular with Coordinators who want to set up the structure and content of the MyLab course, but then want the member section instructors to copy the course, and own it in their own educator accounts, while still being part of a Course Group.

This Course Group option is generally the easiest to implement as the Coordinator. After setting up your Coordinator course, your member section instructors will pair their Canvas member sections with a copy of your Coordinator course, thereby joining the Course Group. You set up the Coordinator course; they pair it with their Canvas courses.

As the Coordinator of the course, you will still be able to manage the assignments and gradebooks of the member sections from your Coordinator course if you wish, but you generally hand over control of the Canvas course and the MyLab to your colleagues.

To set up this Course Group option, there are two approaches depending on whether or not you are in charge of standardizing the Canvas course shell for your colleagues also (for example, do you also set up Discussion Boards, add documents, blogs, or other content to the Canvas course that you want to standardize across your member sections?). If you only customize the MyLab content, see Option 1. If you also design the Canvas course content, skip to Option 2.

Option 1: Are you only the Coordinator for the MyLab content (not Canvas content)?



Follow these instructions:

Step-by-Step Instructions

1. Sign into www.pearsonmylabandmastering.com and create your Coordinator course (don't forget you'll need to change the course's general settings from **Standard** to **Coordinator**). Make sure that the copy setting is set to "Available for Copy." To edit your settings in your MyLab course, go to Manage Course then Edit Settings. Click to Edit the General Settings.

2. Ask your Canvas Administrator to create a Canvas course for each of your member section instructors, and enroll him or her as the instructor in the Canvas course (if you are teaching any member sections this term, the admin should make you member sections also).

3. Provide the Course ID of your MyLab Coordinator course to your Member Section Instructors. Your Member Section Instructors should have **Pearson Educator Accounts** set up already. If they do not, ask your rep for assistance in getting them access.

4. The instructors of the member sections will then sign into their Canvas courses, and pair the section with a copy of your MyLab Coordinator course.

5. Manage your Coordinator course and Member Sections by signing into www.pearsonmylabandmastering.com, and accessing the Coordinator course there.

Note: If you are teaching any member sections, when pairing your Canvas courses instead of "Copying from another instructor", you will "Select from your courses" and choose your Coordinator course from the drop-down list.

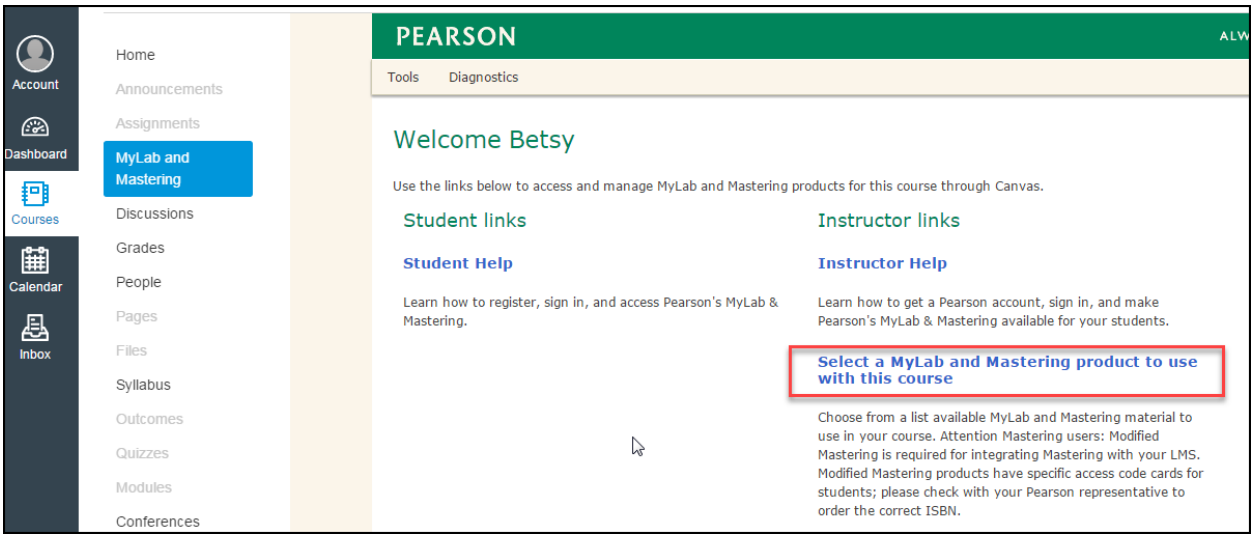
Option 1: Member Section Instructions

Each Member Section Instructor will follow these instructions:

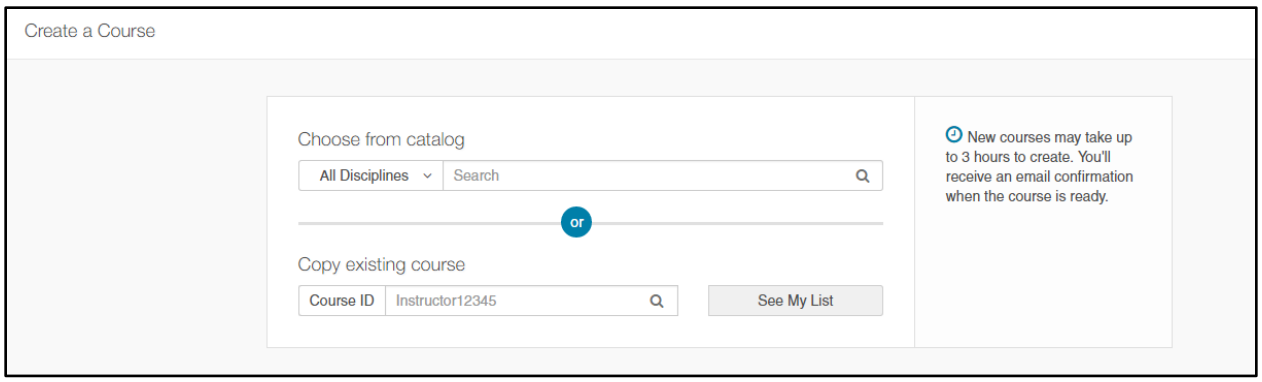
1. If you aren't already, sign in to your Canvas course. In the course navigation click **MyLab and Mastering**. (If you don't see MyLab and Mastering in the course navigation, alert your local Canvas Administrator.)

2. Link your Canvas and Pearson instructor accounts, if you haven't before.

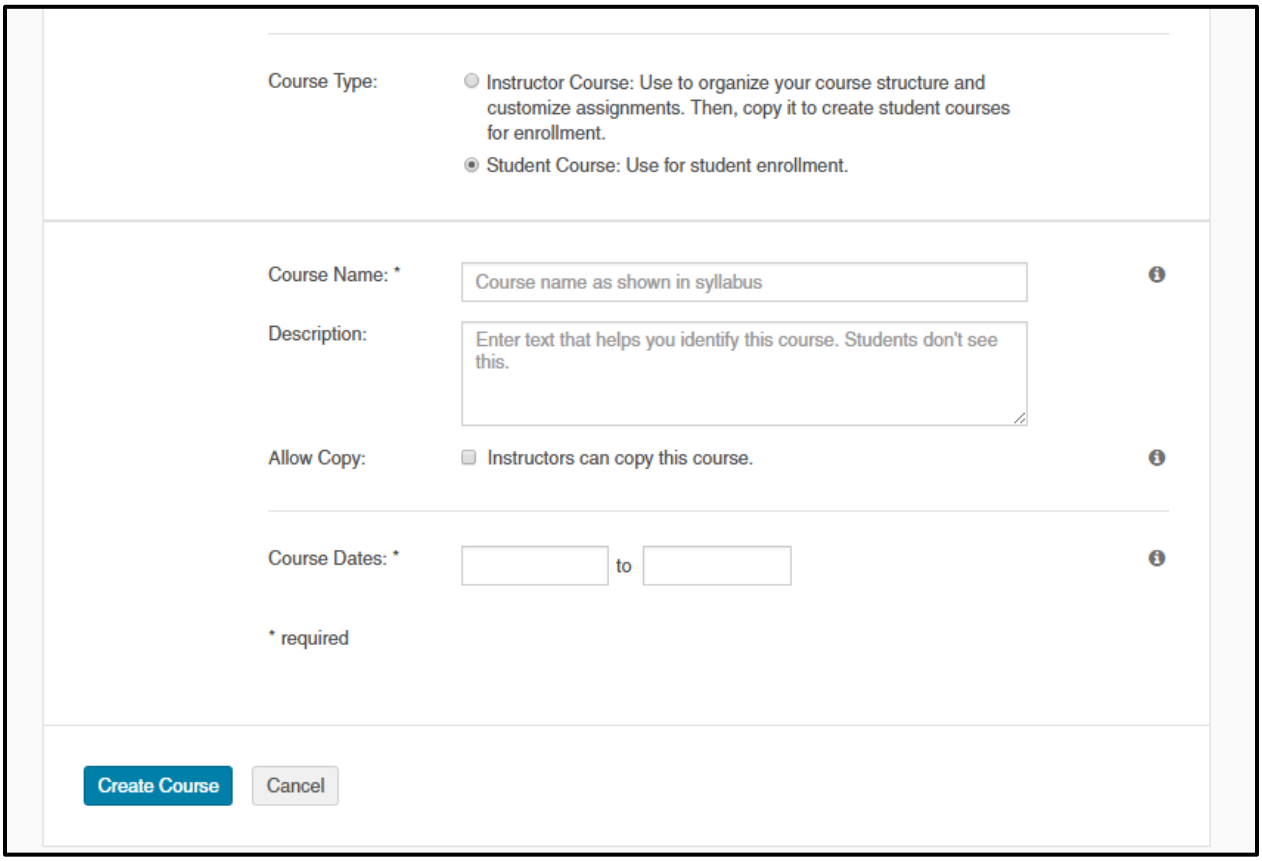
3. Click **Select a MyLab and Mastering product to use with this course** (if you have just linked your accounts and have clicked **Get Started**, you will be taken automatically to the screen in Step 4.)



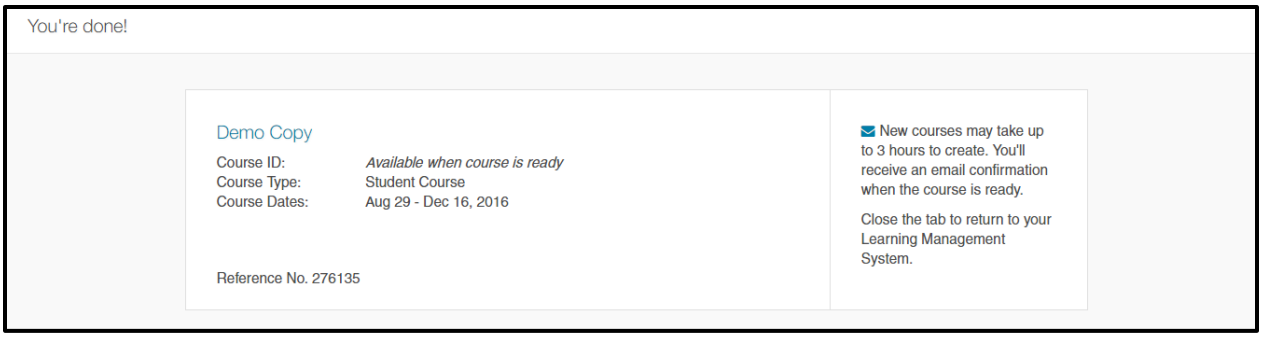
4. In the **Copy Existing Course** field, enter your Coordinator's Course ID. Click to enter.



5. You will now fill in your course information. Please fill in the title (name) of your course, the dates for your course, and if you would like the ability for other instructors to copy your course, check the box. Then click **Create Course.**



6. That's it! Your course is being created and will be ready to go shortly.

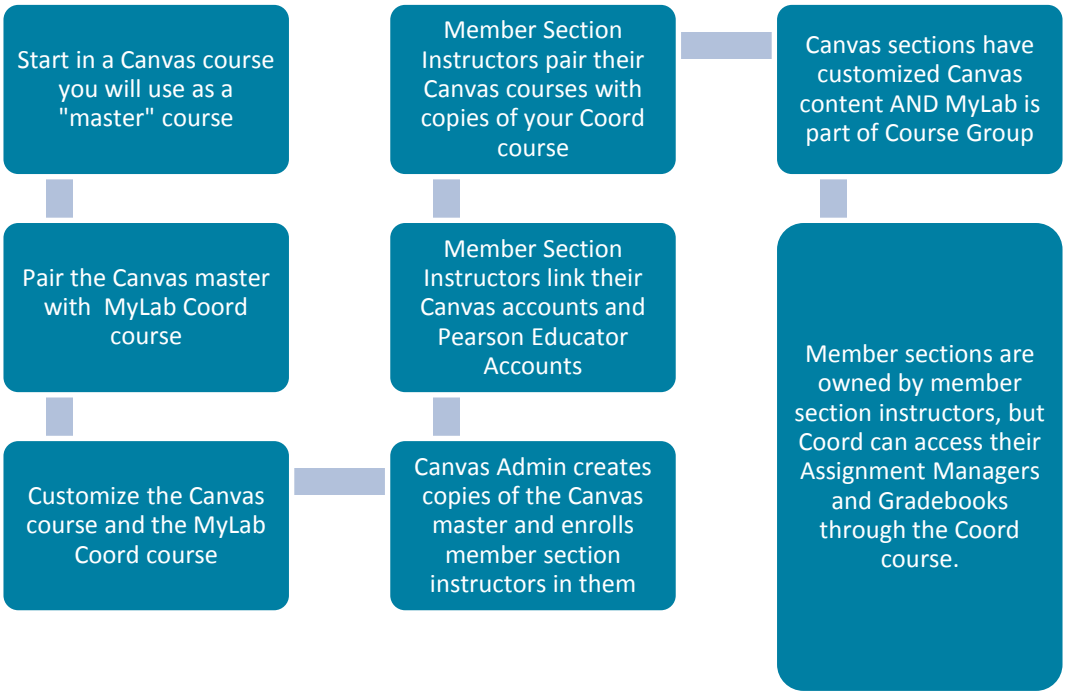


Note: It takes time for the course to set up. If you try to click into the paired MyLab course before it's finished processing, you'll receive a "course1" error.

Once the course is ready, you will receive an email alerting you that it is now available and ready to for use. You should receive the email within an hour, but please be aware that it can take a few hours depending on server traffic.

If you do not receive your email a few hours, please check your junk or spam filter as the email might have gotten stuck in the filter. You don't have to stay signed into Canvas during this process.

Option 2: Are you the Coordinator for the MyLab content and the Canvas content also?



Step-by-Step Instructions

Follow these instructions:

1. Ask your Canvas Administrator to create you a Canvas course shell that you will use to set up as the template for the member sections. **Customize the Canvas course with the materials you want the member sections to have.** No students will enroll in this "master" Canvas course.

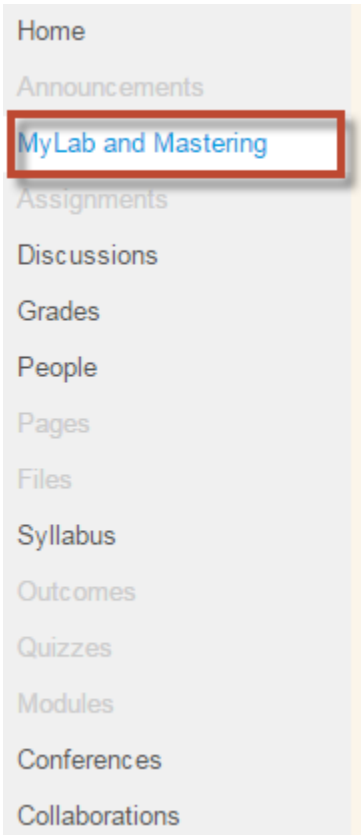
Note: Be sure to make all of the desired changes and customizations in the Canvas master course before copies of it are made. Once the Canvas Administrator (or you, if you have course copy privileges) copies the Canvas master shell there is no "parent-child" relationship with the copies. Any changes made to the master Canvas course do not trickle down into the copies once they've been created.

Pair this master Canvas course with a new MyLab course, then change it from a Standard course to a Coordinator course.

Or

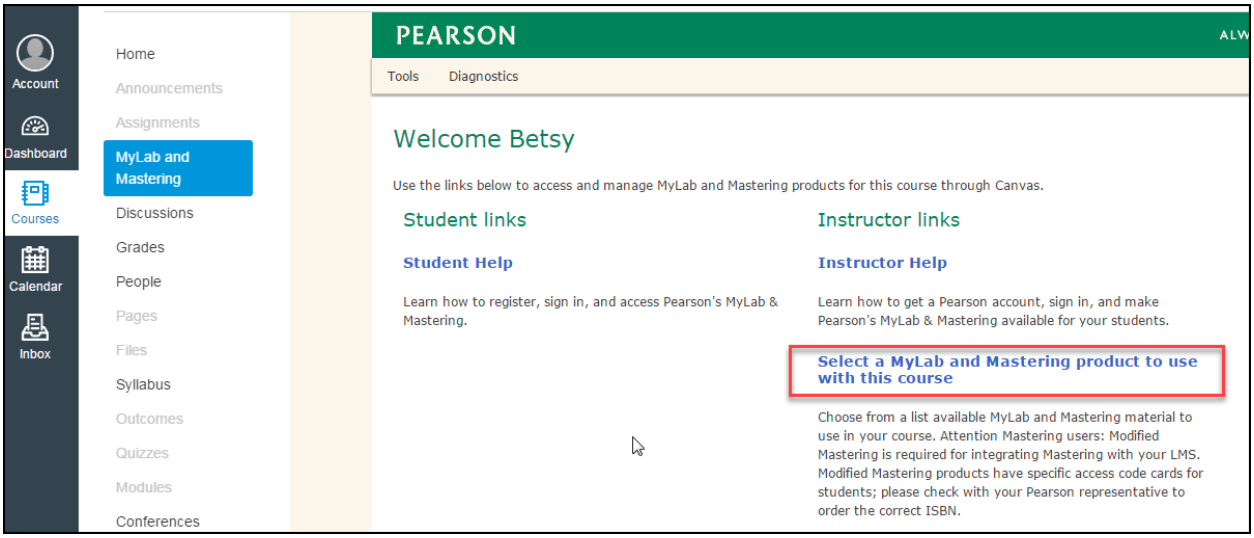
You can pair the master Canvas course with a copy of a Coordinator course you already have in your Pearson account. Copy it as an Instructor course, not Member course, and then once it's been created, promote it to a Coordinator course from the Course Settings.

2. Click **Tools** in the left-hand navigation bar.

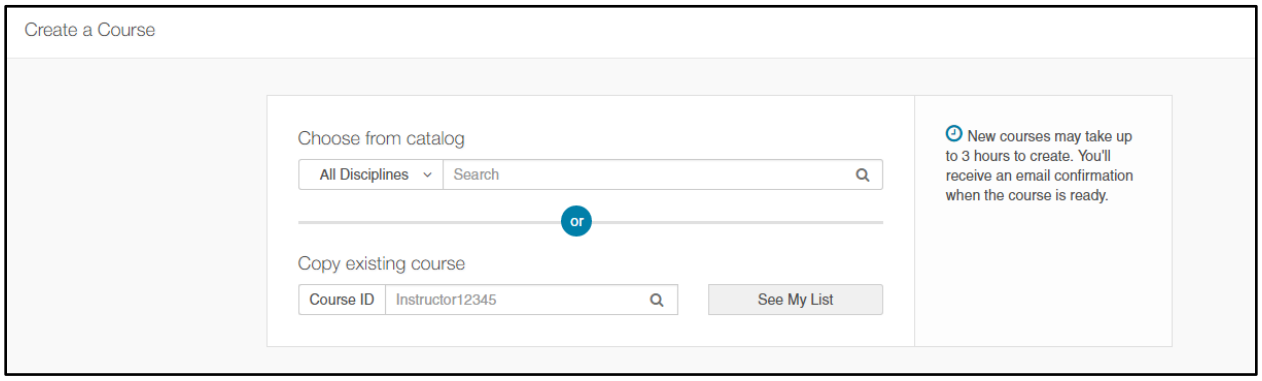


3. Link your Pearson and Canvas instructor accounts if you haven't before. Click **Get Started**, and go to step 4).

4. Now the Pearson's MyLab & Mastering page will appear. Click **Select a MyLab and Mastering product to use with this course**.



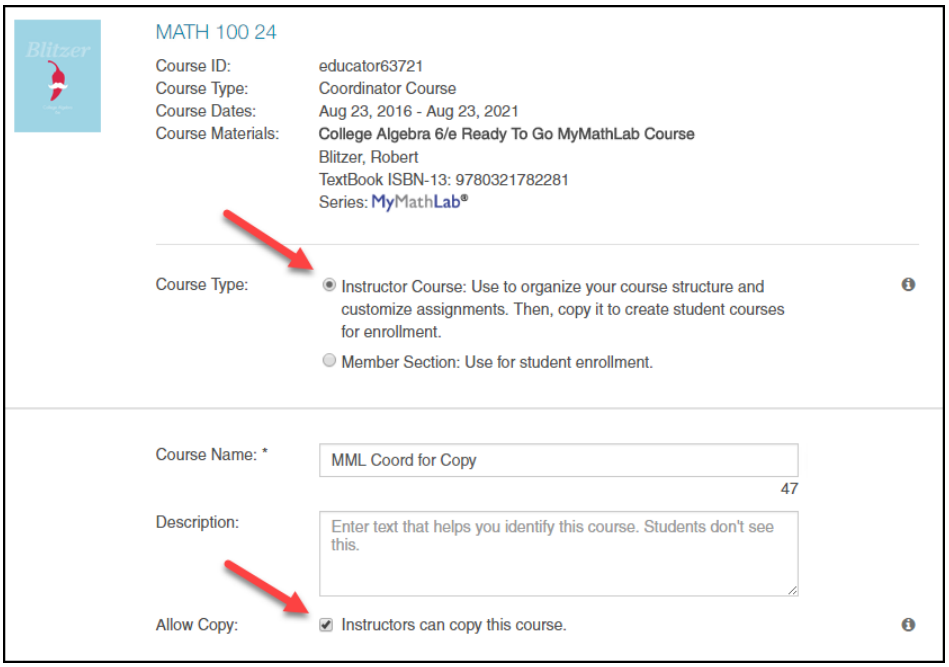
5. Now pair this master Canvas course with the Coordinator course.



Search for the course you wish to use by Author, Title, ISBN or Discipline. Once you select the proper materials, name the course and enter the course dates. Make sure you click to allow other instructors to copy your MyLab & Mastering course. Then once the course has finished processing, you will change the course from a Standard course to a Coordinator course through editing the settings of the MyLab course.

Or

If you want to copy a Coordinator course you've used in the past, select your Coordinator course from See My List, or type in your course ID. Make sure you check to allow other instructors to copy your MyLab & Mastering course. For Course Type, choose Instructor course, not Member course.



6. Once you've created the course paired with the Canvas master course, **change it to a Coordinator course from the MyLab course settings.**

7. Make any desired customizations to this new Coordinator course. For example, you may need to change due dates from what they were last term.

8. Now that the Canvas content and MyLab content are customized, ask your Canvas Administrator to create copies of the Canvas master course for each of your member section instructors (including you, if you are teaching any member sections this term), and enroll him or her as the instructor in the Canvas course. *Your member section instructors should already have **Pearson Educator accounts**.*

9. Provide the Course ID of your Coordinator course to your member section instructors.

10. Each member section instructor signs into his or her Canvas course, links to their Pearson educator account if they've never done so, and pairs the section with a copy of your MyLab Coordinator course, thereby making it part of the Course Group.

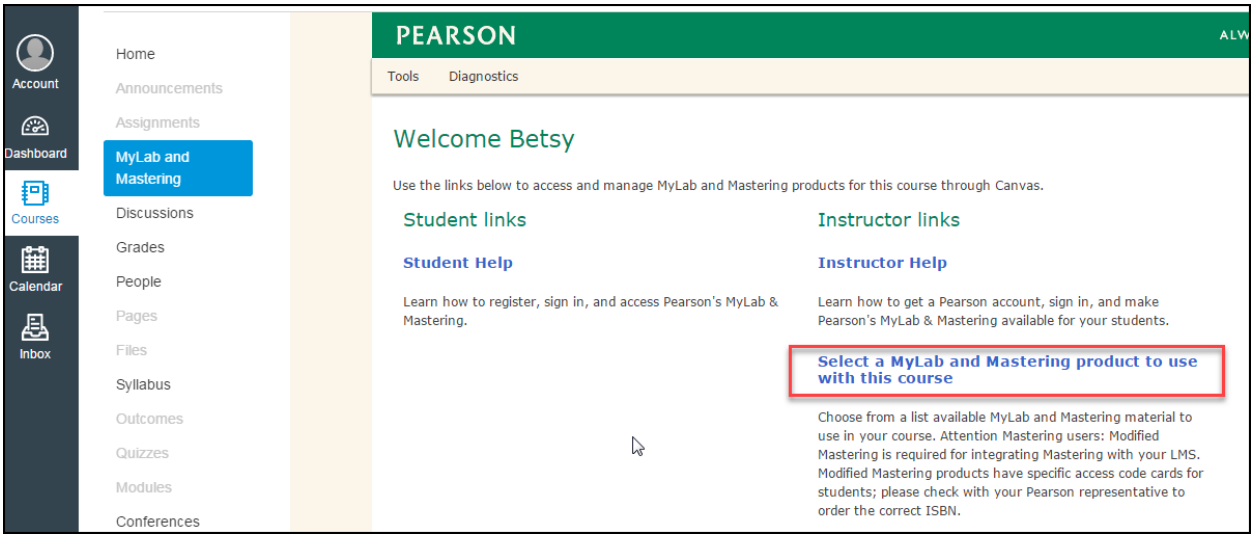
Option 2: Member Section Instructions

Each member section instructor will follow these instructions:

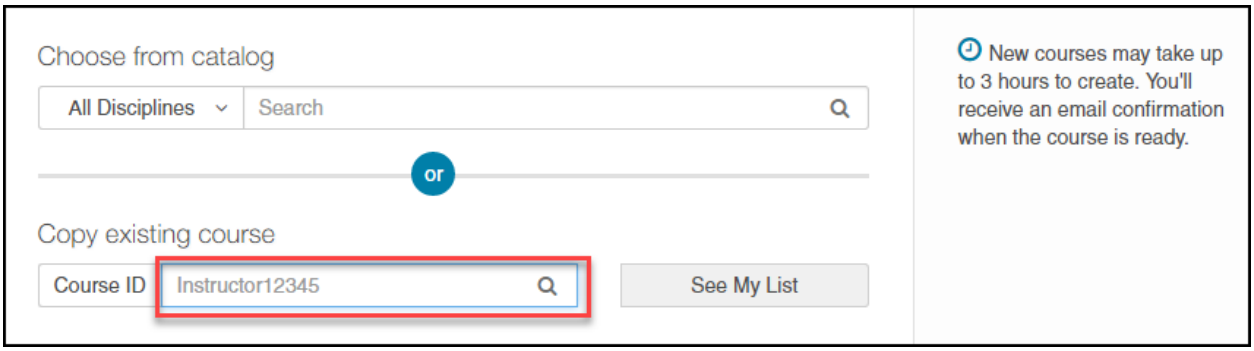
1. If you aren't already signed in, sign in to your Canvas course. In the course navigation click **MyLab and Mastering**. (If you don't see MyLab and Mastering in the course navigation, alert your local Canvas Administrator.)

2. Link your Canvas and Pearson instructor accounts, if you haven't before.

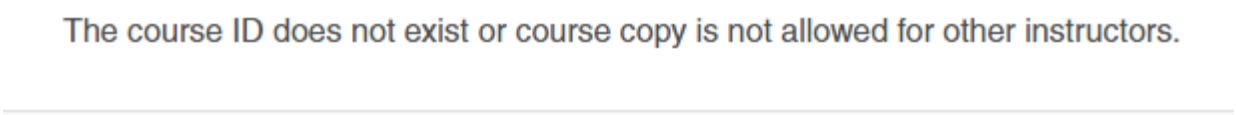
3. Click **Select a MyLab and Mastering product to use with this course** (if you have just linked your accounts and have clicked **Get Started**, you will be taken automatically to the screen in Step 4.)



4. In the new window, enter your Coordinator's Course ID. Click **GO**.

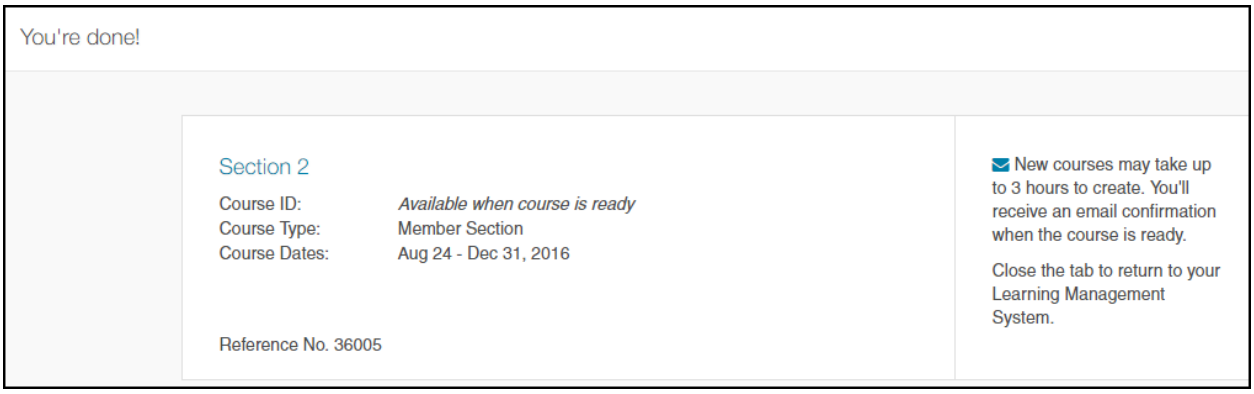


Note: If you receive an alert like the one below, that you are unable to copy the course, make sure your colleague sets it to be able to be copied. Ask your colleague to sign into www.pearsonmylabandmastering.com, locate the Coordinator course in the course list, and click **Details**. Now your colleague can click **Edit Course Settings**, and change the copy setting to **Allow Copy**. Once the setting is saved, you will be able to copy the course and pair it with your Canvas course.



5. You will now fill in your course information. Please fill in the title (name) of your course, course dates, and if you would like the ability for other instructors to copy your course, check the box. Then click **Create course.**

6. You're done! Your course is being created and will be ready to go shortly.



Note: It takes time for the course to set up. If you try to click into the paired MyLab course before it's finished processing, you'll receive a "course1" error.

Once the course is ready, you will receive an email alerting you that it is now available and ready to for use. You should receive the email within an hour, but please be aware that it can take a few hours, depending on server traffic.

If you do not receive your email within a few hours, please check your junk or spam filter as the email might have gotten stuck in the filter. You don't have to stay signed into Canvas during this process.

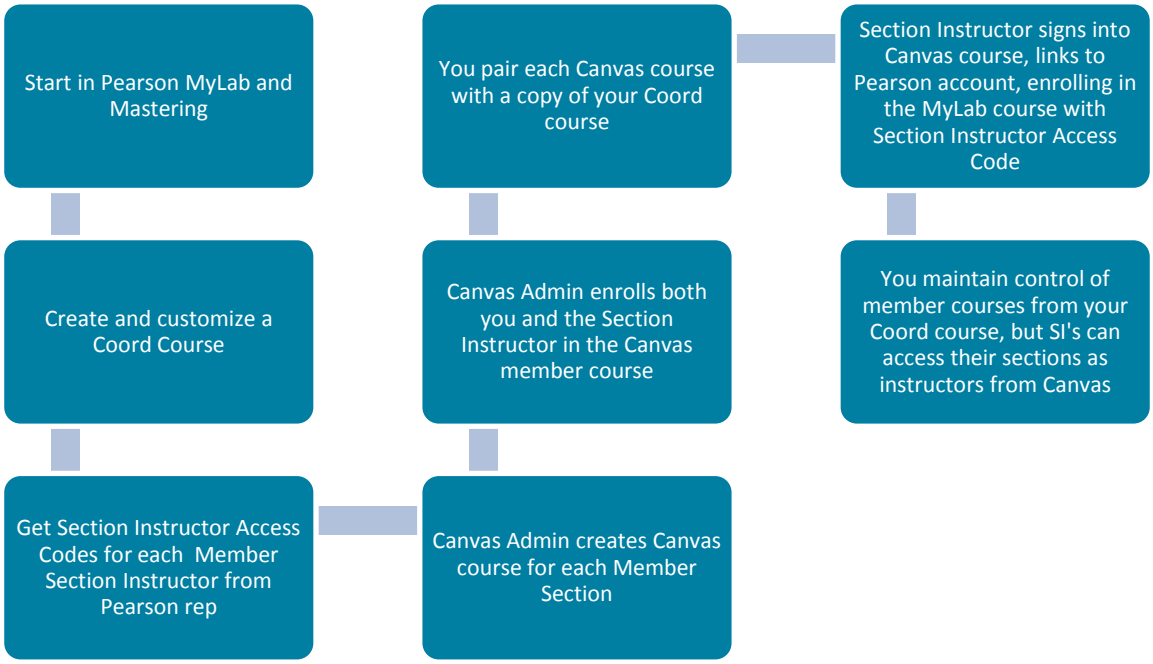
Are you a Coordinator who will customize the Coordinator MyLab course and needs maximum control of the member sections in your own Pearson account? This option is popular with large programs with many adjuncts, so that the Coordinator can maintain the most control of the course structure, assignments, and menu items in the

MyLab member courses. Member section instructors will enroll in the section with a section instructor access code.

Setting the Course Group up in the following manner requires more work on your part as the Coordinator, because you will pair all of the Canvas member sections with member sections of the Coordinator course, instead of allowing member section instructors to do this step. But because you do the pairing, the MyLab member courses will “live” in your Pearson account, so you, as the Coordinator, have the fullest access and control over these courses.

To set up this Course Group option, there are two approaches depending on whether or not you are in charge of standardizing the Canvas course shell for your colleagues also (for example, do you also set up Discussion Boards, add documents, modules, or other content to the Canvas course that you want to standardize across your member sections?). If you only customize the MyLab content, see Option 1. If you also design the Canvas course content, skip to Option 2.

Option 1: Are you only the Coordinator for the MyLab content (not Canvas content)?



Follow these instructions to pair the member sections to your Coordinator course, and then get your Section Instructors enrolled:

Step-by-Step Instructions

1. Sign into www.pearsonmylabandmastering.com and create your Coordinator course (don't forget you'll need to change the course's general settings from Standard to Coordinator). You can do this by clicking Manage Course and then Edit MyLab Settings > General Settings.

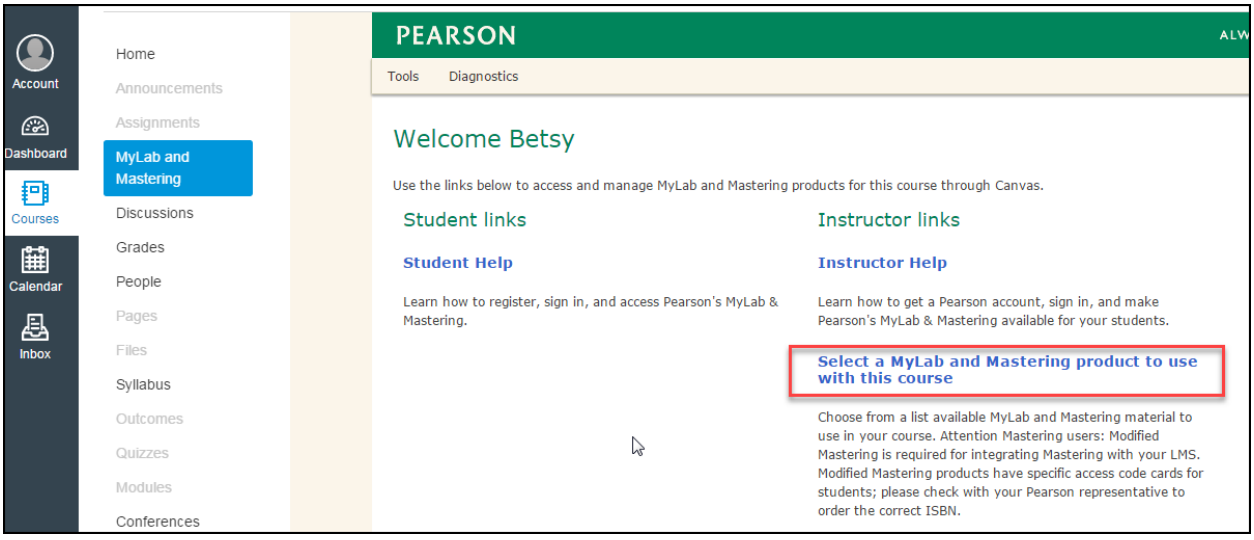
2. Ask your Canvas Administrator to create a Canvas course for each of your member section instructors (including you, if you are teaching any member sections this term).

3. Your Canvas Administrator should enroll both you and the Member Section Instructor as teachers in the Canvas course.

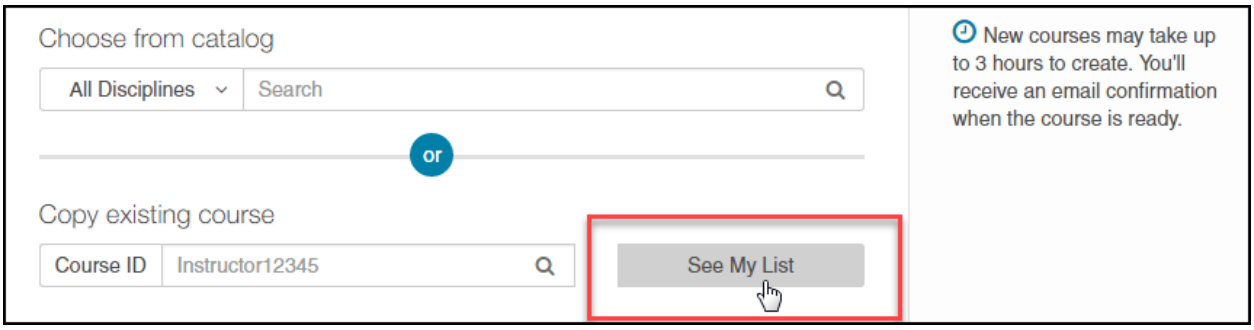
4. You will sign into each Canvas member section and pair the section with a copy of your MyLab coordinator course, by following these instructions:

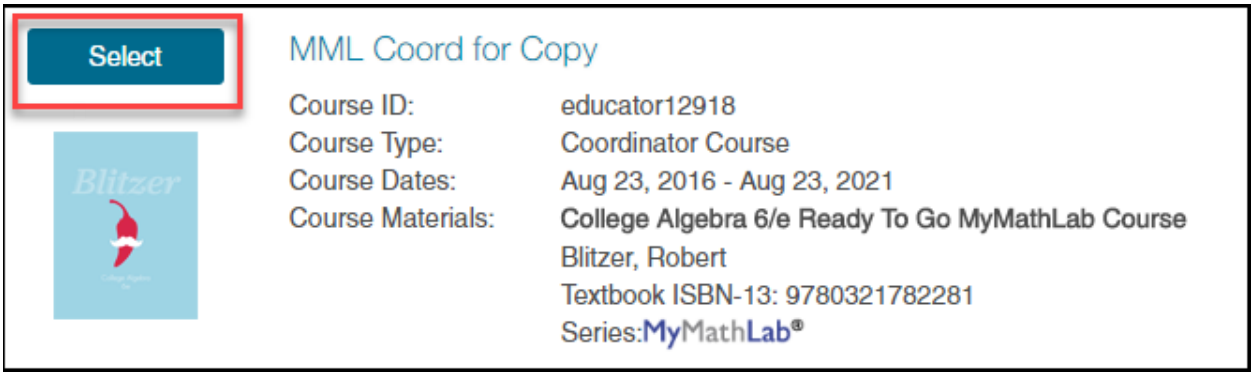
    a. If you aren't already, log in to a Canvas member section. In the course navigation, click **MyLab and Mastering**. Login and link the course to your Pearson educator account, if you've never done so.

b. Click **Select a MyLab and Mastering product to use with this course** (if you have just linked your accounts and have clicked **Get Started**, you will be taken automatically to the screen in Step c.)



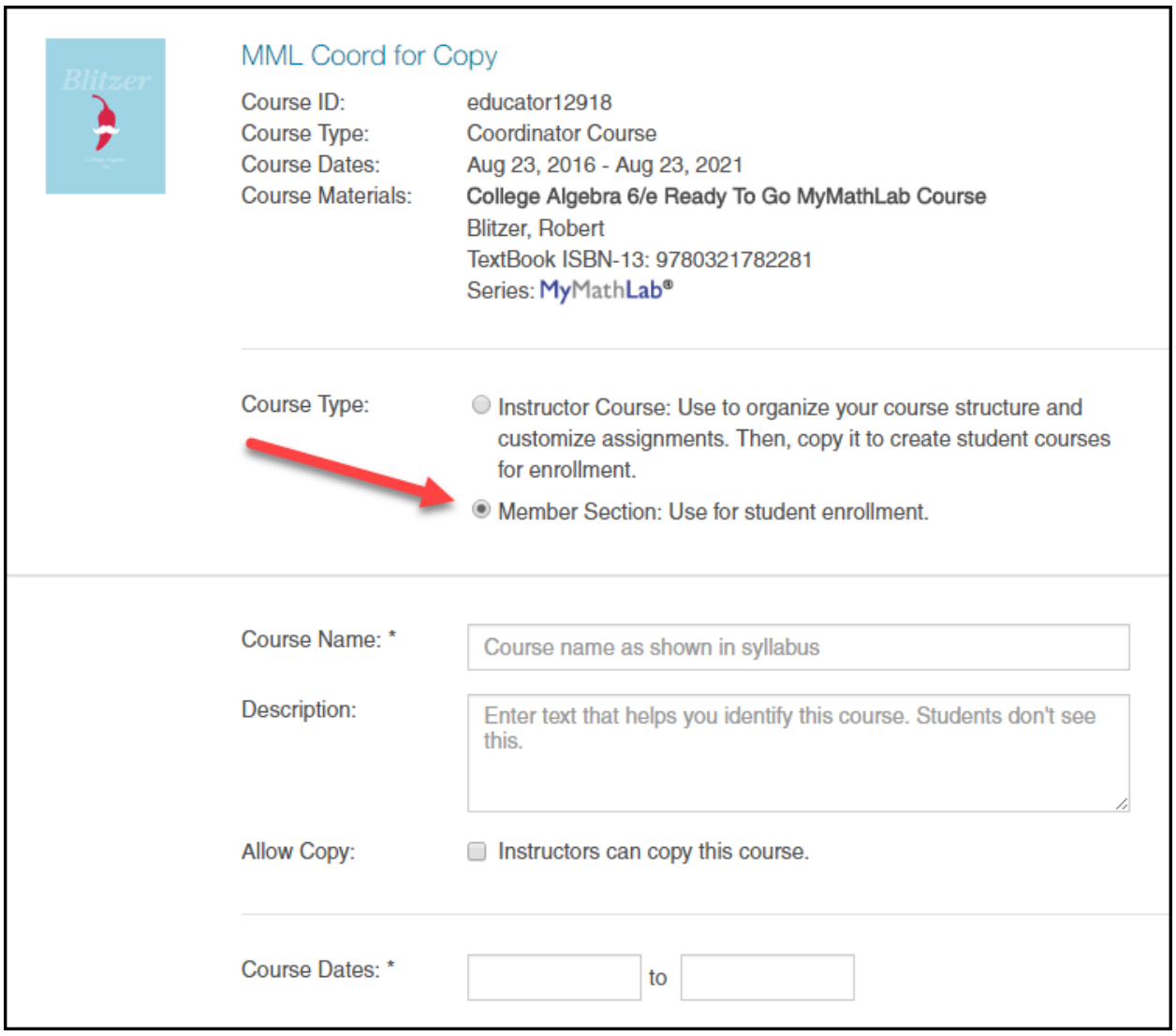
c. From **See My List**, select your Coordinator course.





Note: If you have multiple courses in your Pearson account, be very careful to select the correct course to copy. Deleting the course pairing requires assistance from Pearson Customer Technical Support, should you pair the wrong MyLab to your Canvas course.

5. You will now fill in your course information. Select Member Section for Course Type. Please fill in the title (name) of the MyLab section, the dates, and any course description. Then click **Create Course.**



6. That's it! Your course is being created and will be ready to go shortly.

Note: It takes time for the course to set up. If you try to click into the paired MyLab course before it's finished processing, you'll receive a "course1" error.

Once the course is ready, you will receive an email alerting you that it is now available and ready to for use. You should receive the email within an hour, but please be aware that it can take a few hours depending on server traffic.

If you do not receive your email within a few hours, please check your junk or spam filter as the email might have gotten stuck in the filter. You don't have to stay signed into Canvas during this process.

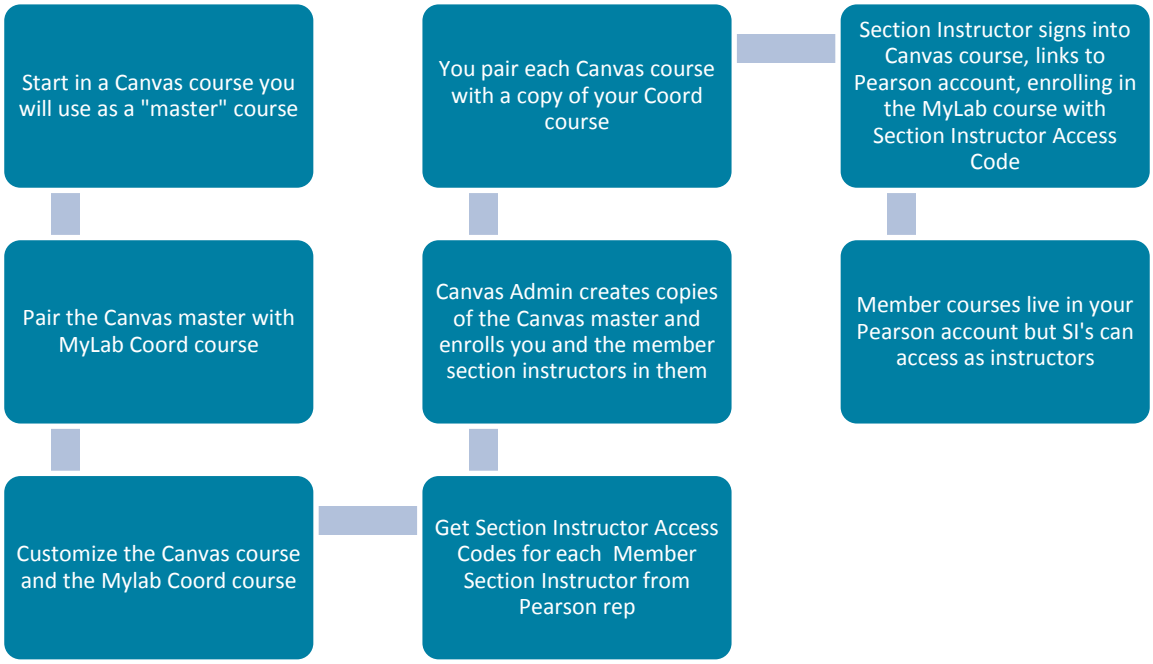
After you've paired all of the member sections, your Section Instructors will each need to enroll in their MyLab course sections with section instructor access codes. You can get section instructor access codes from your Pearson representative.

Option 1: Section Instructor Instructions

Your Section Instructor will follow these instructions to register and enroll in the member sections

Please click here for a handout of step-by-step instructions.

Option 2: Are you the Coordinator for the MyLab content and the Canvas content also?



Follow these instructions to create a “master” Canvas course, pair it with the Coordinator course, pair the member sections to your Coordinator course, and then get your Section Instructors enrolled:

Step-by-Step Instructions

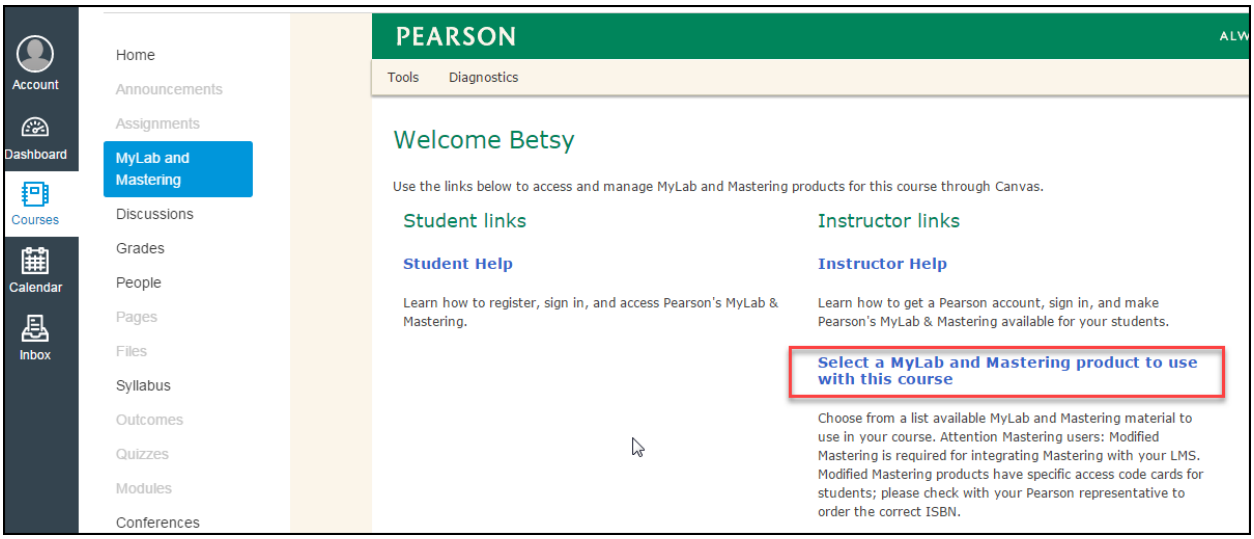
1. Ask your Canvas Administrator to create you a Canvas course shell that you will use to set up as the template for the member sections. Customize the Canvas course with the materials you want the member sections to have. No students will enroll in this “master” Canvas course.

Note: Be sure to make all of the desired changes and customizations in the Canvas master course before copies of it are made. Once the Canvas Administrator (or you, if you have course copy privileges) copies the Canvas master shell there is no “parent-child” relationship with the copies. Any changes made to the master Canvas course do not trickle down into the copies once they’ve been created.

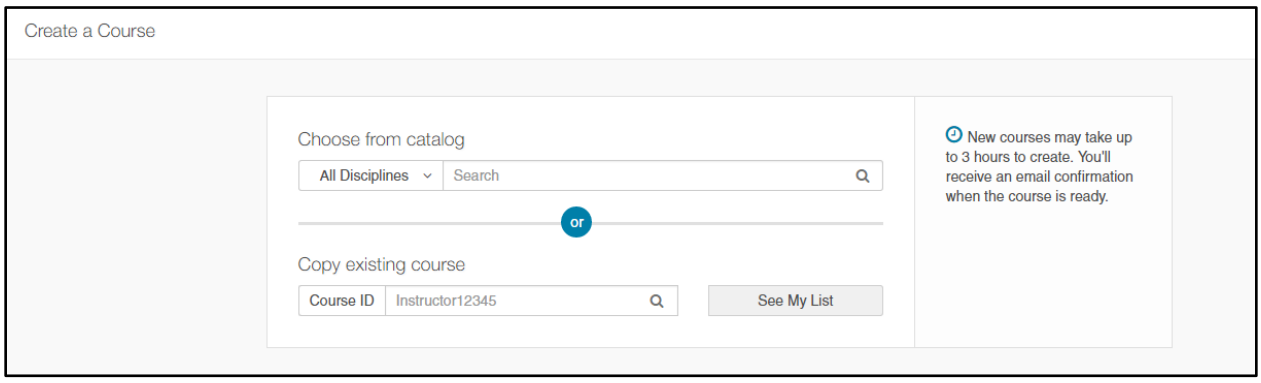
2. You will pair this master Canvas course with a new MyLab course, then change the MyLab course from a Standard course to a Coordinator course.

Note: You can pair the master Canvas course with a copy of a Coordinator course you already have in your Pearson account. When you select your original Coordinator course from **See My List**, **change the Course Type from Member Course to Instructor course**, then promote this new copy to a Coordinator course.

3. If you aren't already, log in to your Canvas course. In the course navigation, click **MyLab and Mastering**.
4. Link your Canvas account to your Pearson account if you've not done so before.
5. Click **Select a MyLab and Mastering product to use with this course** (if you have just linked your accounts and have clicked **Get Started**, you will be taken automatically to the screen in Step 3.)

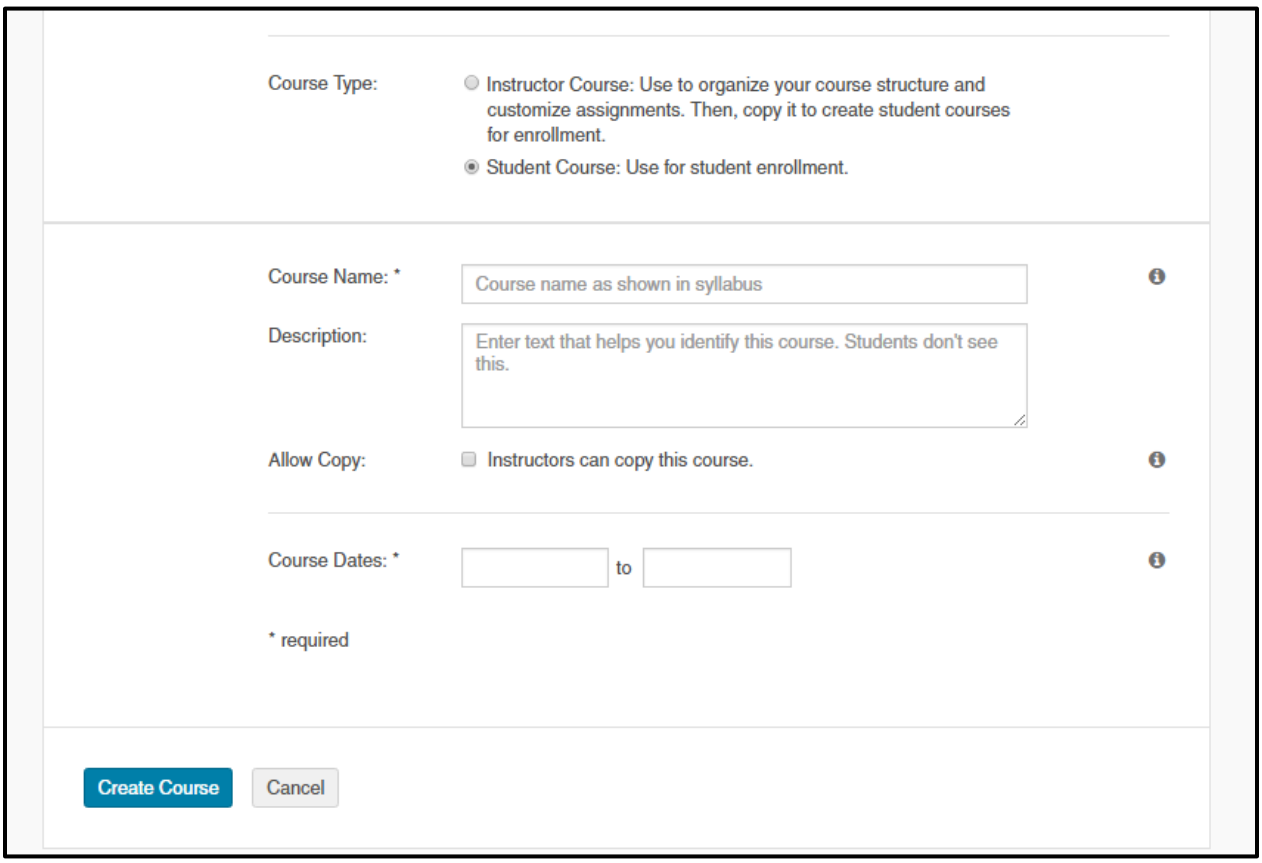


6. **Create** a new MyLab & Mastering course by entering an author's name, title of your book, ISBN, or a discipline (e.g., Math) in the **Search** field.

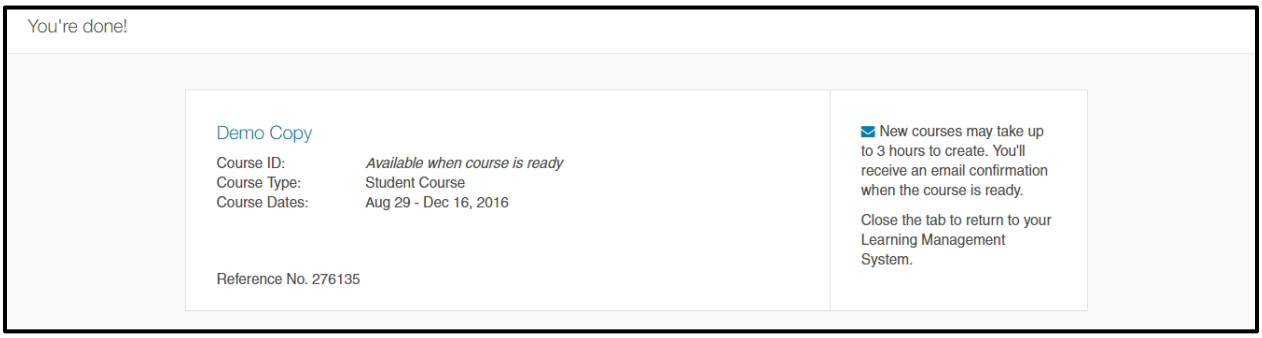


7. Once you have located your book, choose **Select**. Make sure that you do this carefully! There may be different editions of your textbook listed, or the same materials with different release-dates listed. As a best practice, select the most-recent release to obtain the most up-to-date materials.

8. You will now fill in your course information. Please fill in the title (name) of your course, course dates, description, and if you would like the ability for other instructors to copy your course, check the box. Then click **Create Course.**



9. Your course is being created and will be ready to go shortly.



10. Once the course is ready, go to Manage Course> Edit Settings of the MyLab course and promote the course from Standard to Coordinator.

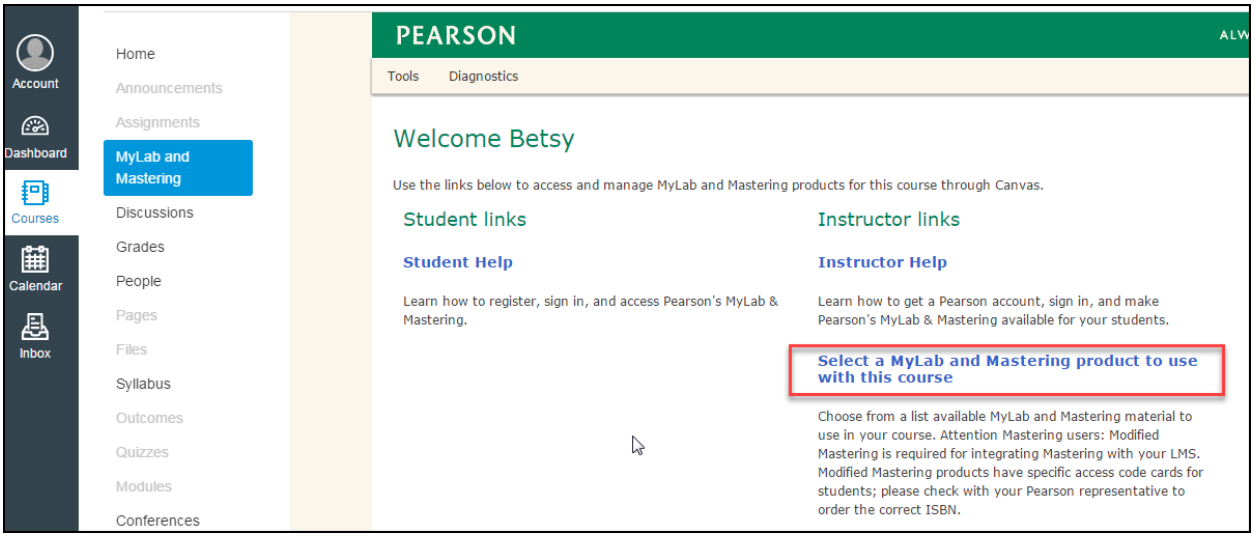
11. Make any desired customizations to this new Coordinator course. For example, you may need to change due dates from what they were last term.

12. Now that the Canvas content and MyLab content are customized, ask your Canvas Administrator to create copies of the Canvas master course for each of your member sections (including yours, if you are teaching any member sections this term), and enroll both you and your section instructor as instructors in the Canvas courses.

13. Now you will need to click into each Canvas section in your Canvas account and pair the section with a copy of your Pearson MyLab Coordinator course, making a member section course.

    a. In the course navigation, click **MyLab and Mastering**.

    b. Click **Select a MyLab and Mastering product to use with this course**

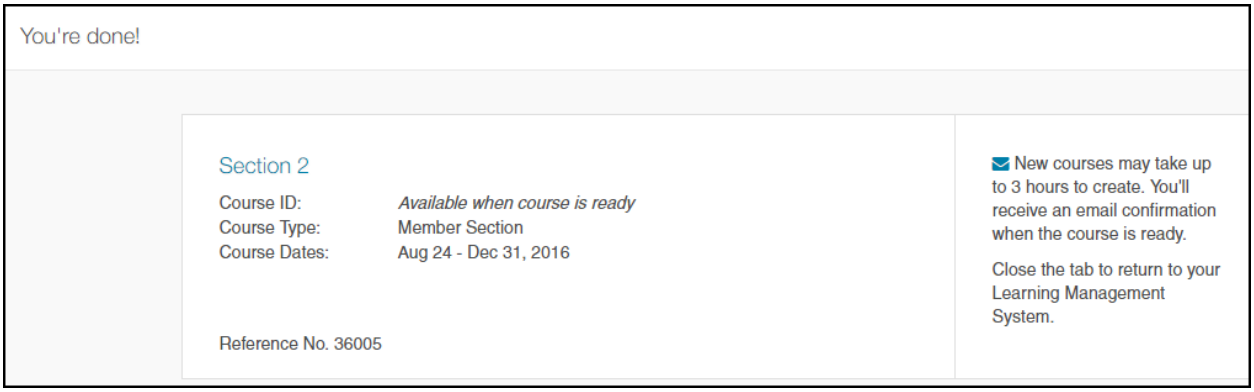


    c. From See My List, select your new **Coordinator** course from your list of courses. Click **Go**.

Note: If you have multiple courses in your Pearson account, be very careful to select the correct course to copy. Deleting the course pairing requires assistance from Pearson Customer Technical Support, should you pair the wrong MyLab to your Canvas course.

d. You will now fill in the member section course information. Please fill in the title (name) of your course, the course dates, and if you would like the ability for other instructors to copy your course, check the box. Then click **Create Course.**

e. Your member section is being created and will be ready to go shortly.



14. Repeat these steps, pairing each Canvas member section with your Coordinator course.

15. After all Canvas sections have been paired with the MyLab, your Section Instructors will sign into their Canvas accounts, and click into the course in which they will be a Section Instructor. They will enroll in their MyLab course sections with **section instructor access codes.** You can get section instructor access codes from your Pearson representative. If any Section Instructors teach more than one section *of the same course*, they will only need to use a section instructor access code *for the first section* they enroll in; for their other sections, their enrollment will process automatically without a code.

Option 2: Section Instructor Instructions

Your Section Instructor will follow these instructions to register and enroll in the member sections

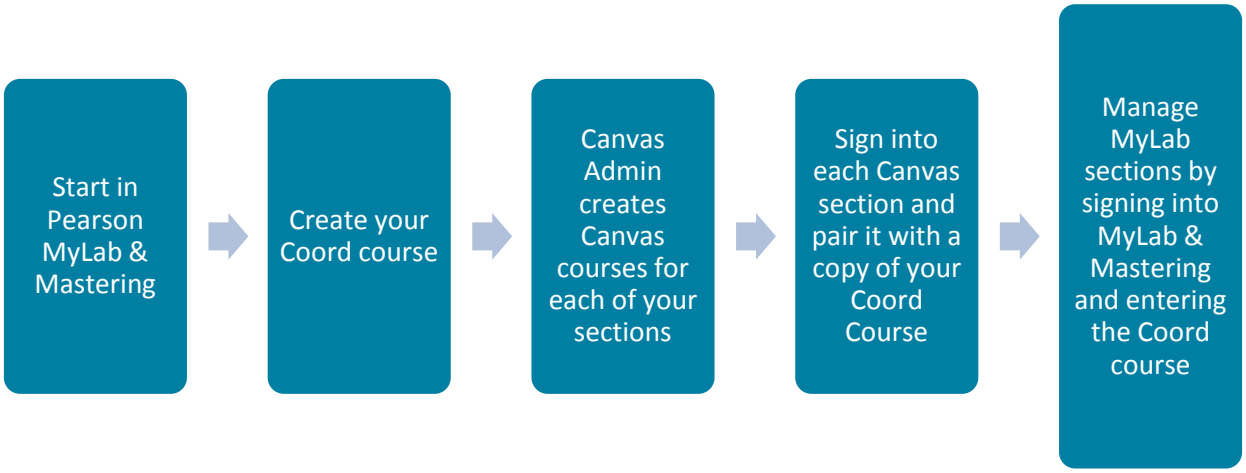
Please click here for a handout of step-by-step instructions.

Are you using a Course Group because you're teaching multiple sections of the same course yourself, and would like to use a Coordinator Course to manage your own member sections?

If you're teaching multiple sections of the same MyLab course, using an integrated Course Group is an easy way to manage your sections.

To set up this Course Group option, there are two approaches depending on whether you only care about standardizing the MyLab course across all of your sections, or if you also want to make customizations to the Canvas course shell that you want to have across all of your member sections. If you only customize the MyLab content, see Option 1. If you also design the Canvas course content, skip to Option 2.

Option 1: Do you only care about standardizing the MyLab content across all of your sections?



Step-by-Step Instructions

Follow these instructions to pair your member sections to your Coordinator course:

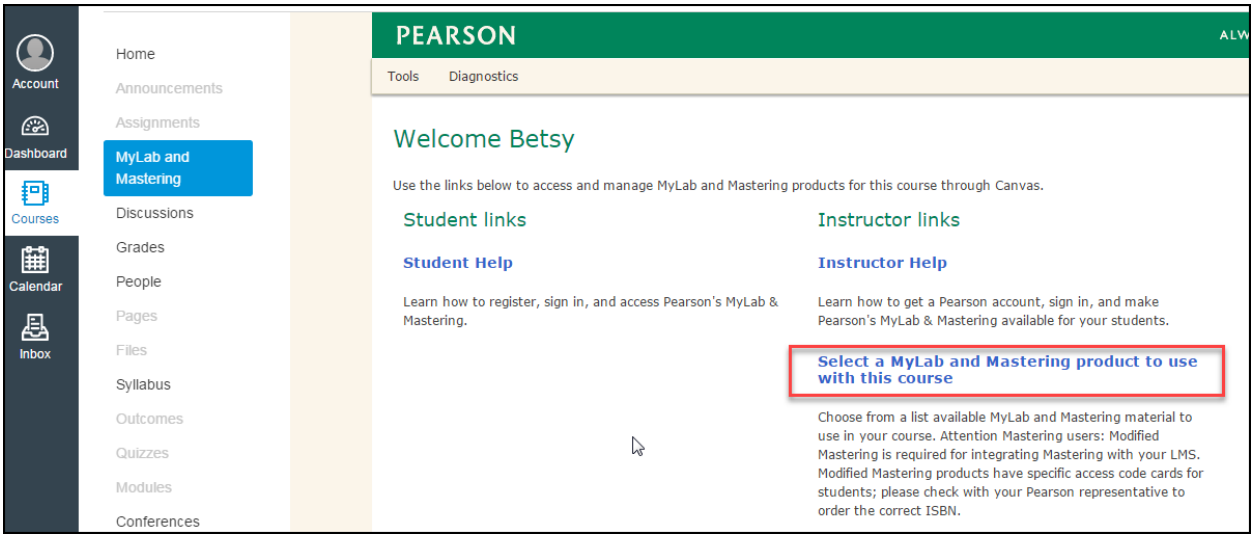
1. Sign into www.pearsonmylabandmastering.com and create your Coordinator course (don't forget you'll need to change the course's general settings from Standard to Coordinator).

2. Ask your Canvas Administrator to create a Canvas course for each of your member sections.

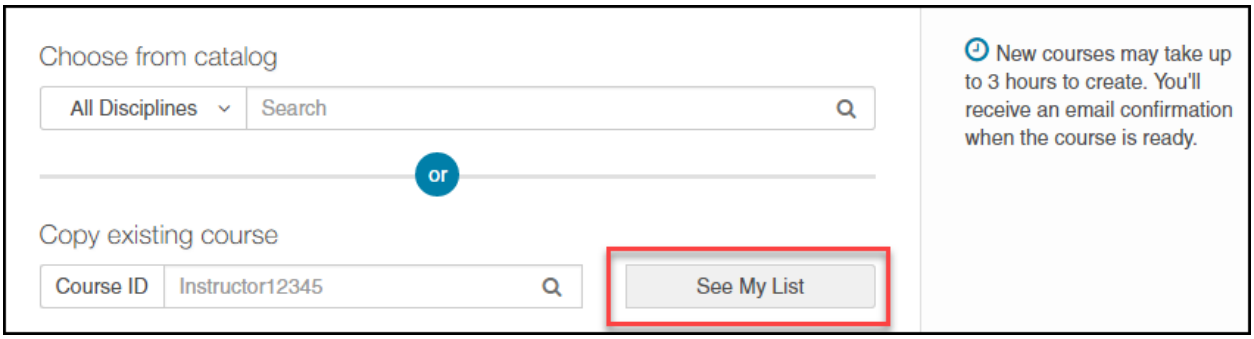
3. You will sign into each of your Canvas sections and pair the section with a copy of your MyLab coordinator course, by following these instructions:

a. If you aren't already, log in to a Canvas member section. In the course navigation, click **MyLab and Mastering**. If you have never done do, link your Canvas account to your Pearson account.

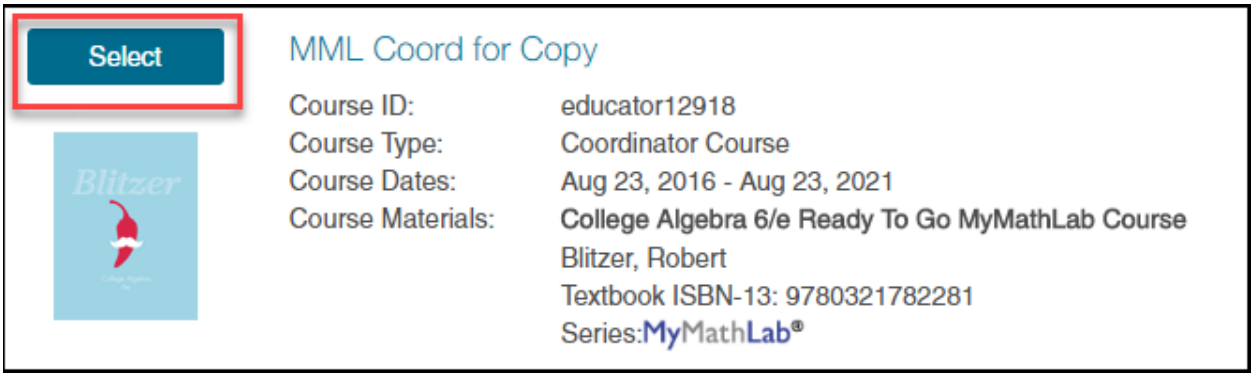
b. Click **Select a MyLab and Mastering product to use with this course** (if you have just linked your accounts and have clicked **Get Started**, you will be taken automatically to the screen in Step c.)



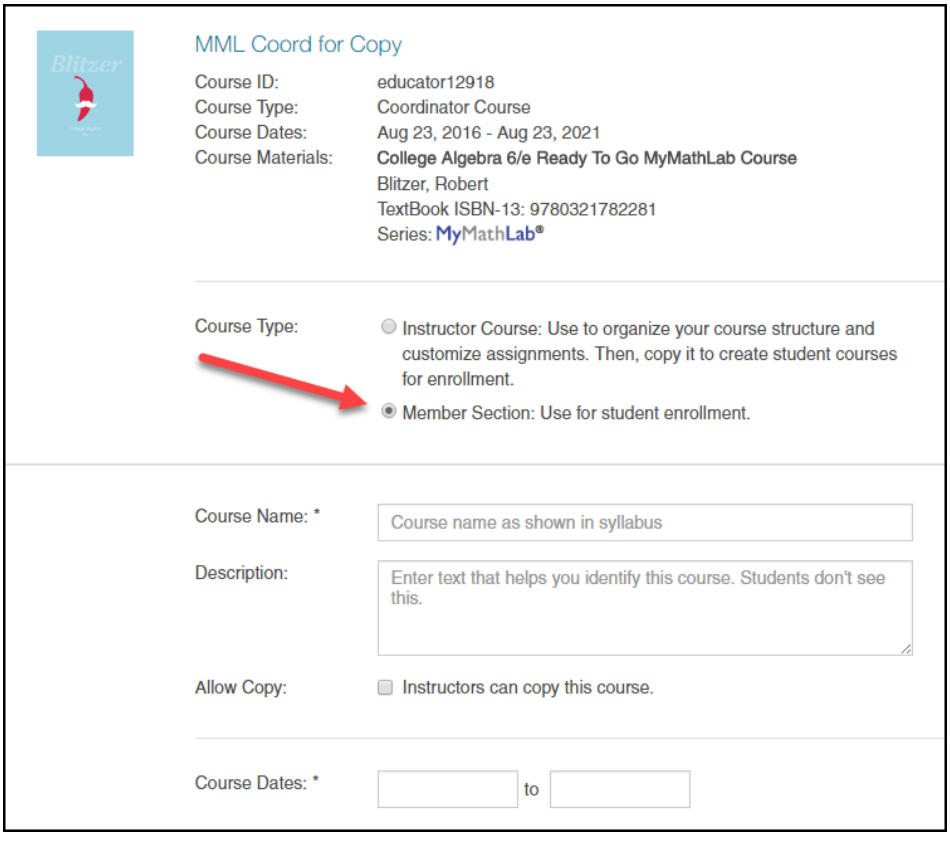
c. Click **See My List** to see your list of courses, choose the one you want, and click Enter.



Note: If you have multiple courses in your Pearson account, be very careful to select the correct course to copy. Deleting the course pairing requires assistance from Pearson Customer Technical Support, should you pair the wrong MyLab to your Canvas course.



4. You will now fill in your course information. For Course Type, leave the default Member Section. Please fill in the title (name) of the MyLab section, the course dates, and applicable description. Then click **Create Course.**



5. You're done! Your course is being created and will be ready to go shortly.

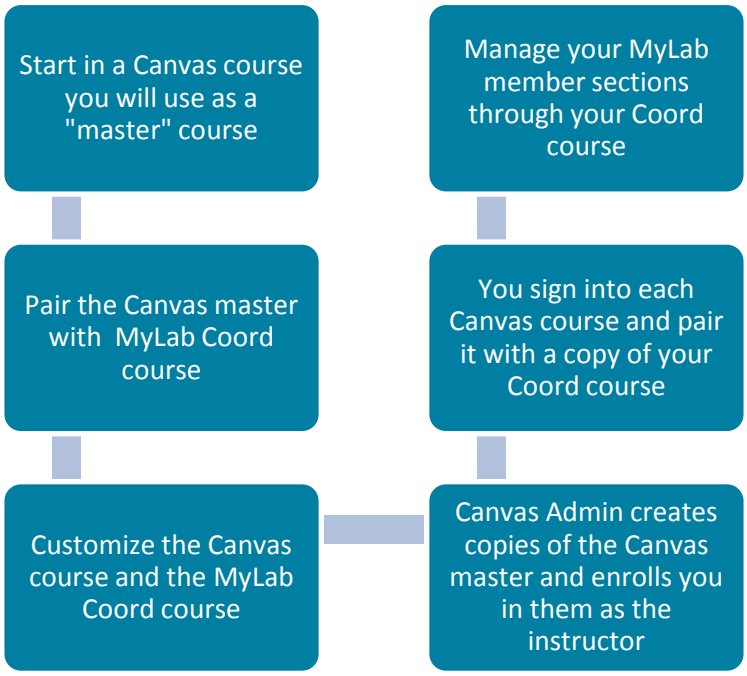
Note: It takes time for the course to set up. If you try to click into the paired MyLab course before it's finished processing, you'll receive a "course1" error.

Once the course is ready, you will receive an email alerting you that it is now available and ready to for use. You should receive the email within an hour, but please be aware that it can take a few hours depending on server traffic.

If you do not receive your email within a few hours, please check your junk or spam filter as the email might have gotten stuck in the filter. You don't have to stay signed into Canvas during this process.

6. Repeat this pairing process for each of your Canvas member sections.
7. You can manage your member sections by signing into www.pearsonmylabandmastering.com, and managing your course assignments through your Coordinator course.

Option 2: Do you care about standardizing both the MyLab content and the Canvas course content across all of your sections?



Follow these steps to set up a Canvas “master” course, pair it with a Coordinator course, then pair your member sections:

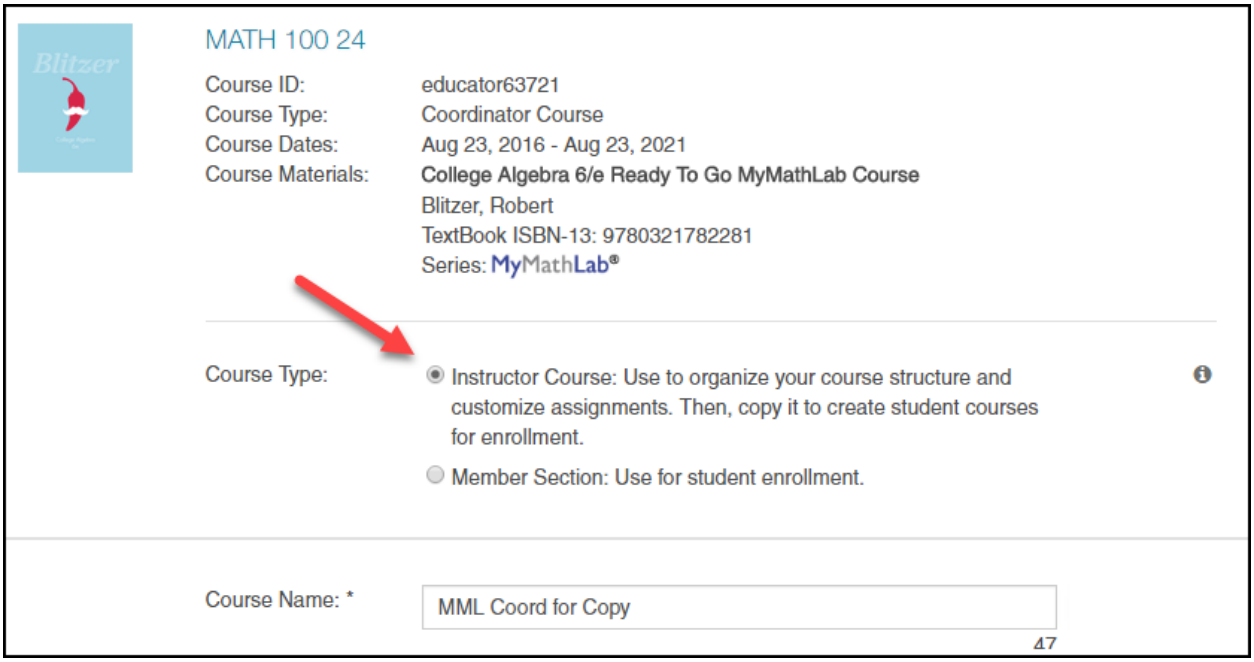
Step-by-Step Instructions

1. Ask your Canvas Administrator to create you a Canvas course shell that you will use to set up as the template for the member sections. Customize the Canvas course with the materials you want the member sections to have. No students will enroll in this “master” Canvas course.

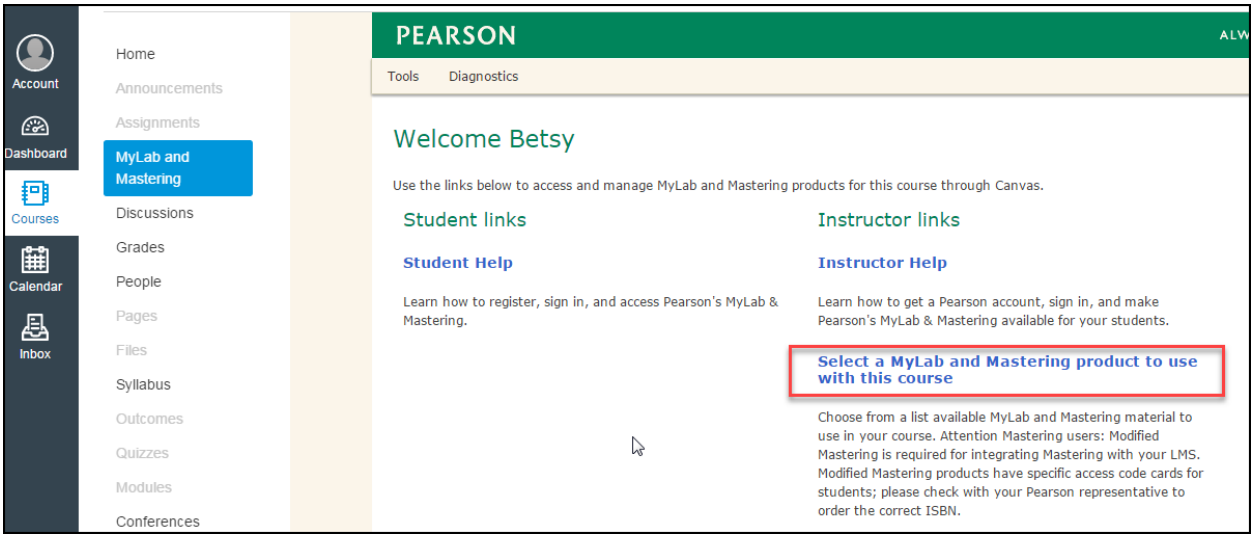
Note: Be sure to make all of the desired changes and customizations in the Canvas master course before copies of it are made. Once the Canvas Administrator (or you, if you have course copy privileges) copies the Canvas master shell there is no “parent-child” relationship with the copies. Any changes made to the master Canvas course do not trickle down into the copies once they’ve been created.

2. You will pair this master Canvas course with a new MyLab course, then change the MyLab course from a Standard course to a Coordinator course.

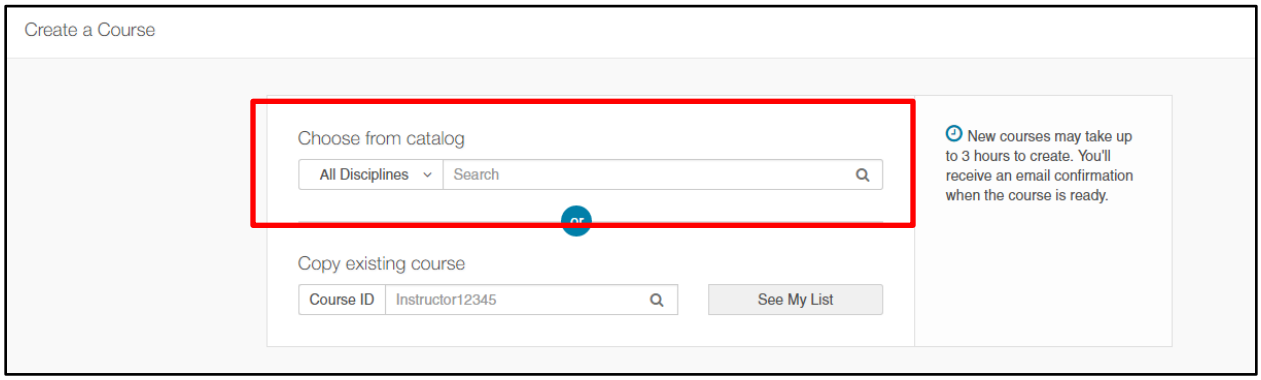
Note: Instead of creating a brand new course from the catalog, you can pair the master Canvas course with a copy of a Coordinator course you already have in your Pearson account. Select your Coordinator Course from **See My List**, and **change the Course Type from Member Course to Instructor Course**, then promote this new copy to a Coordinator course.



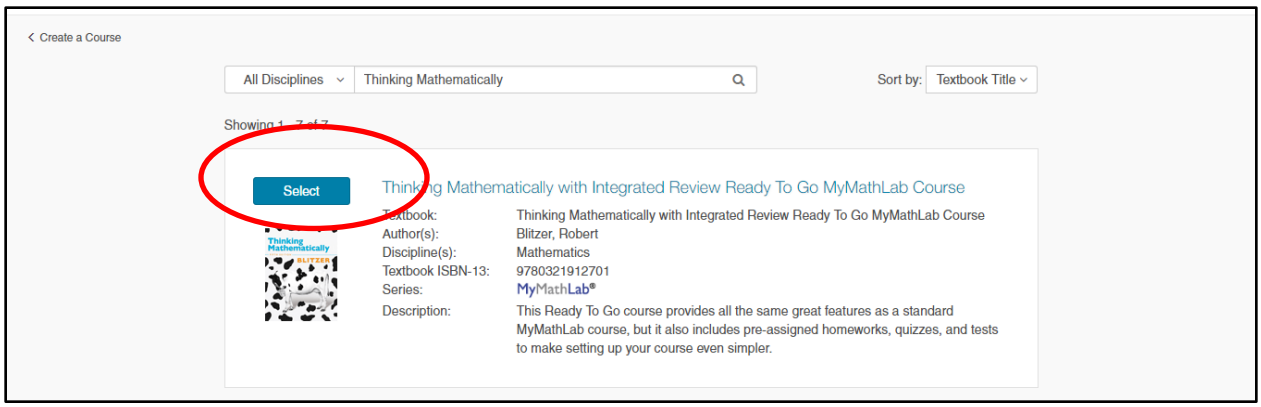
3. If you aren't already, log in to your Canvas master course. In the course navigation, click **MyLab and Mastering**.
4. Link your Canvas account to your Pearson account if you've not done so before.
5. Click **Select a MyLab and Mastering product to use with this course** (if you have just linked your accounts and have clicked **Get Started**, you will be taken automatically to the screen in Step 6.)



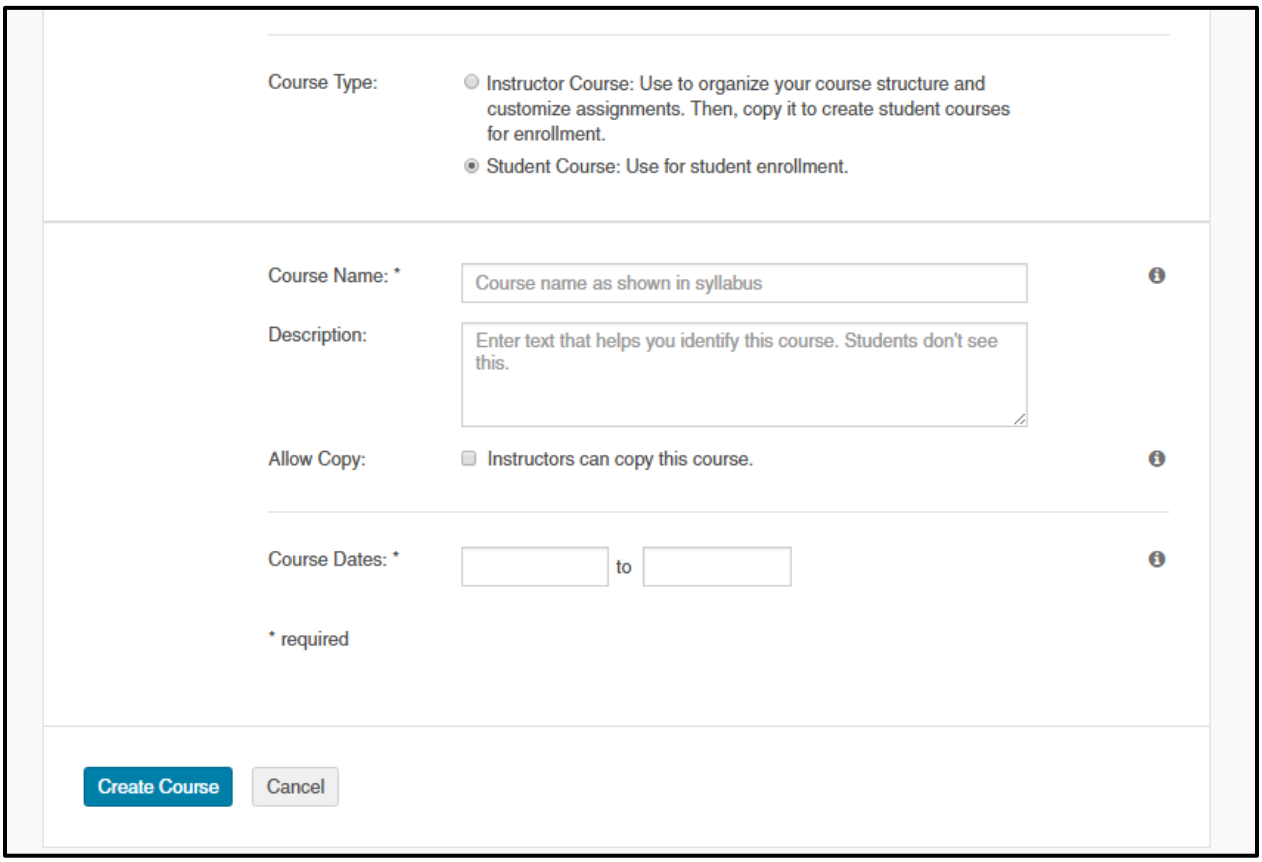
6. **Create** a new MyLab & Mastering course by entering an author's name, title of your book, ISBN, or a discipline (e.g., Math) in the **Search** field.



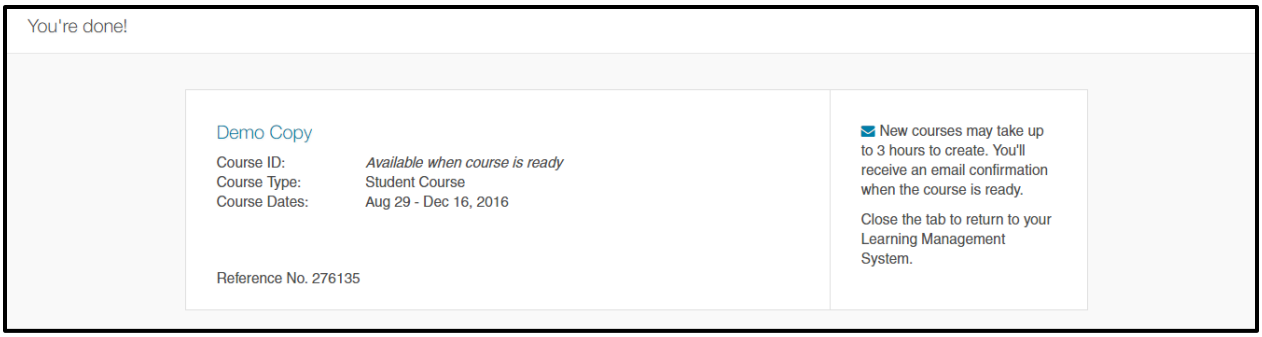
7. Once you have located your book, click the **Select** button. Make sure that you do this carefully! There may be different editions of your textbook listed, or the same materials with different release-dates listed. As a best practice, select the most-recent release to obtain the most up-to-date materials.



8. You will now fill in your course information. Please fill in the title (name) of your course, the course dates, and if you would like the ability for other instructors to copy your course, check the box. Then click **Create Course.**



9. Your course is being created and will be ready to go shortly.



10. Once the course is ready, go into the **Course Settings** of the MyLab course and **promote the course from Standard to Coordinator**.

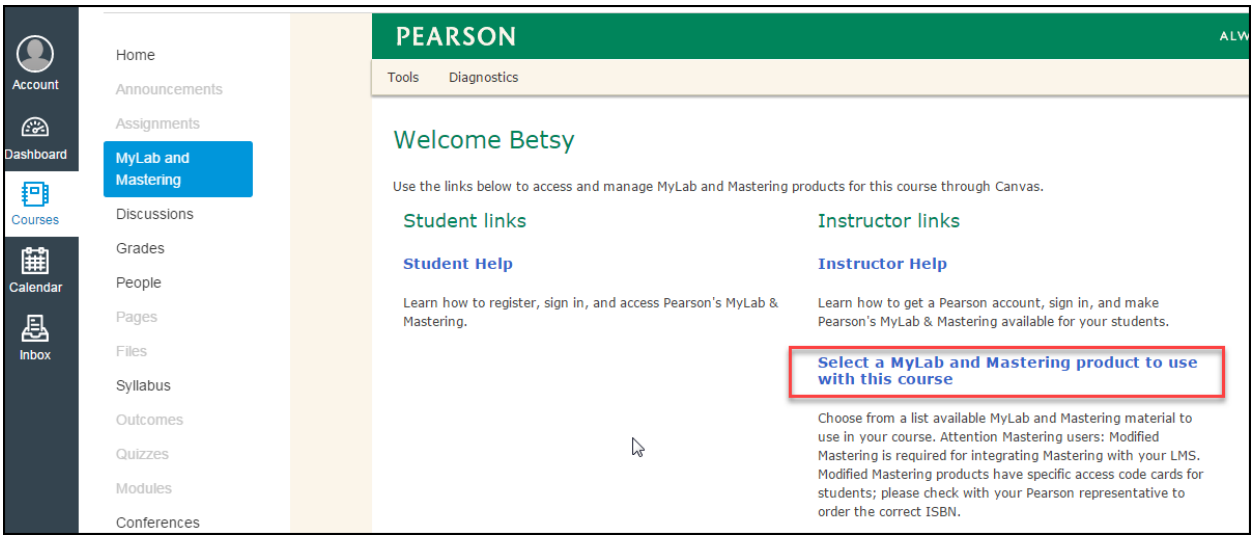
11. Make any desired customizations to this new Coordinator course. For example, you may need to change due dates from what they were last term.

12. Now that the Canvas content and MyLab content are customized, ask your Canvas Administrator to create copies of the Canvas master course for each of your member sections.

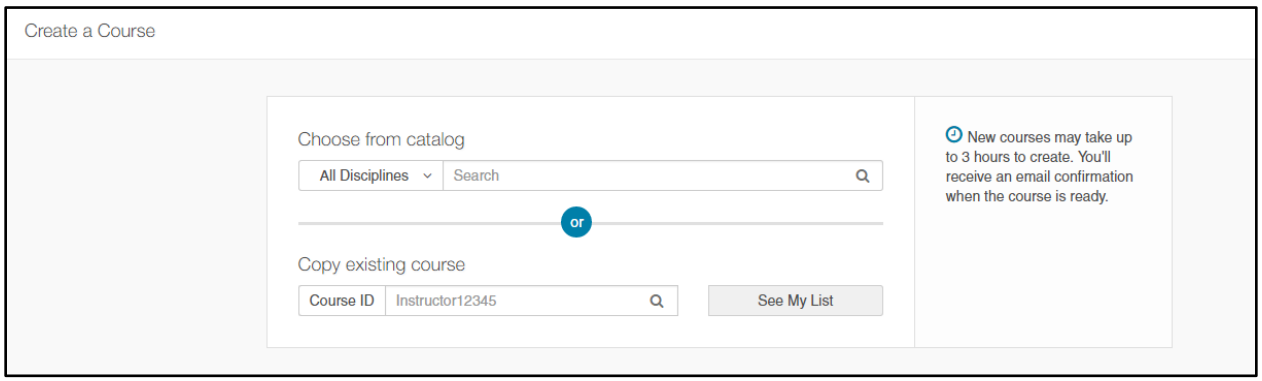
13. Now you will need to click into each Canvas section in your Canvas account and pair the section with a copy of your Pearson MyLab Coordinator course, making a member section course.

    a. In the course navigation, click **MyLab and Mastering**.

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

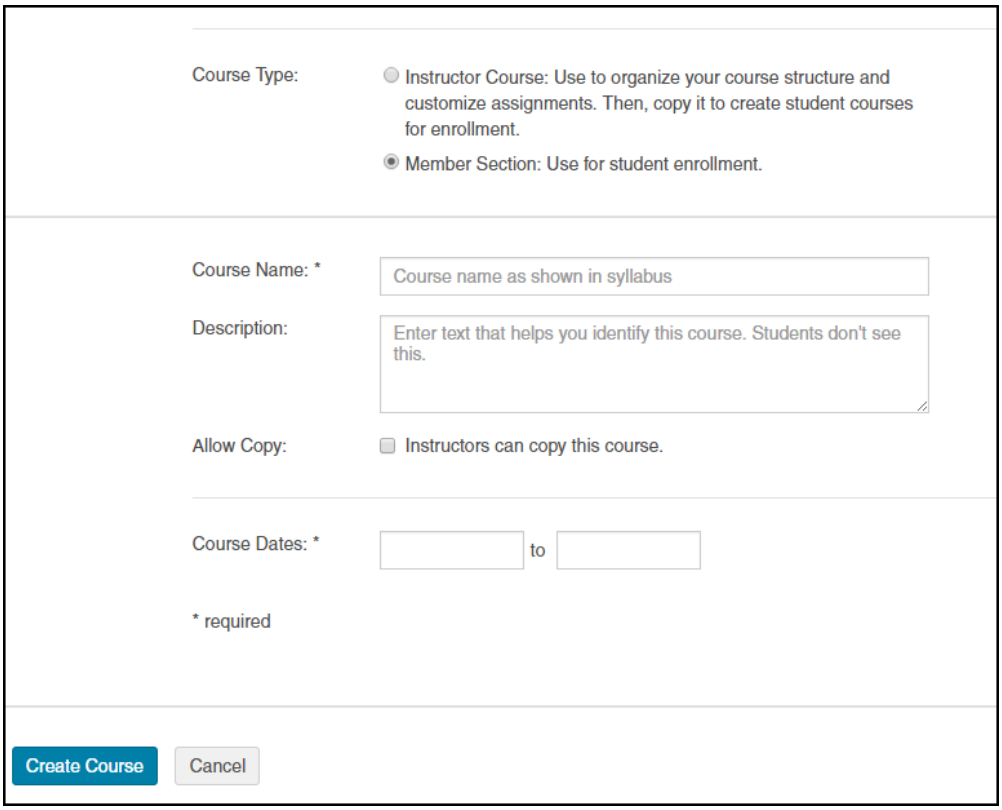


c. Use See My List to scroll through your courses and find the course you wish to use. Or type the course ID in the box.

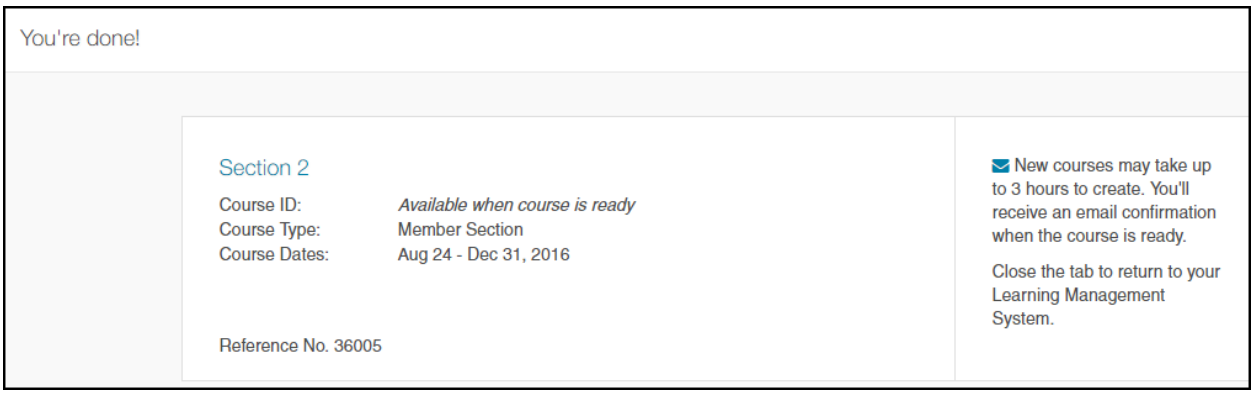


Note: If you have multiple courses in your Pearson account, be very careful to select the correct course to copy. Deleting the course pairing requires assistance from Pearson Customer Technical Support, should you pair the wrong MyLab to your Canvas course.

d. You will now fill in the member section course information. Please fill in the title (name) of your course, and the course dates. Then click **Create Course.**



e. Your member section is being created and will be ready to go shortly.



14. Repeat these steps, pairing each Canvas member section with your Coordinator course.

15. You can manage your section assignments or look at your member section gradebooks by signing into your master Canvas course and entering your Coordinator course through it, or by signing into www.pearsonmylabandmastering.com, and entering your Coordinator course.

Scenario 3: Do you need to copy a *paired* Pearson course from a previous term?

If you previously integrated your MyLab course with Canvas, and you're teaching with the same MyLab and Mastering product again next term, follow these steps for an easy transition.

Copy a paired Standard course from a previous term

Step-by-Step Instructions

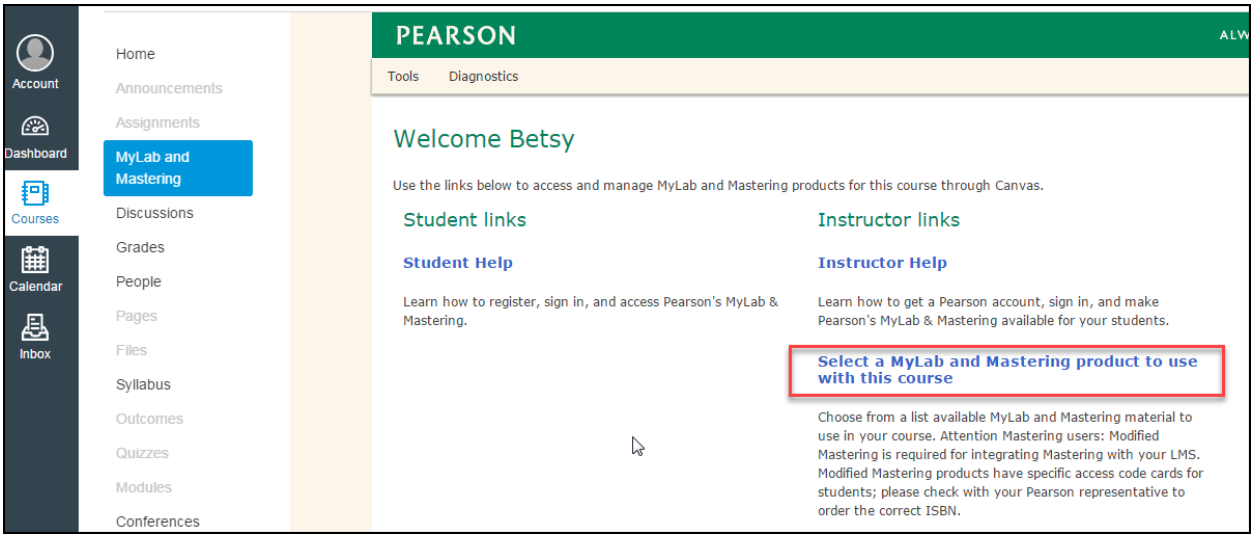
1. Ask your Canvas Administrator to make a copy of your Canvas course that you want to use again next term.

   The **MyLab and Mastering** menu item will be copied into the same place in the new shell's navigation menu. If the new Canvas shell is copied from a course which used Grade Sync, the settings and columns from the previous term will copy into the new shell's Canvas Grades also.

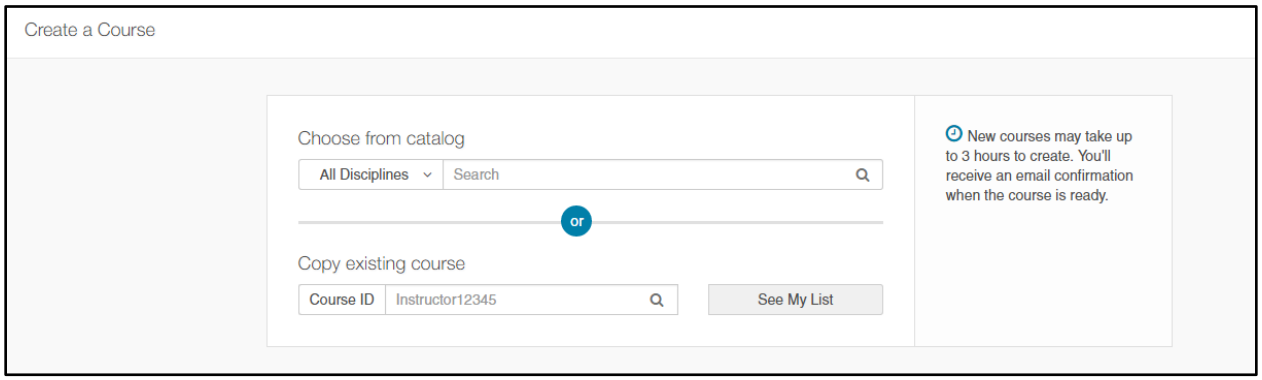
   Click into your new Canvas shell.

Note: If you have Canvas course copy privileges, and are copying the course yourself, if you use Grade Sync, do not copy MyLab Assignments over into the new Canvas course. Doing so will result in duplicate grade columns in the new course, once you sync grades.

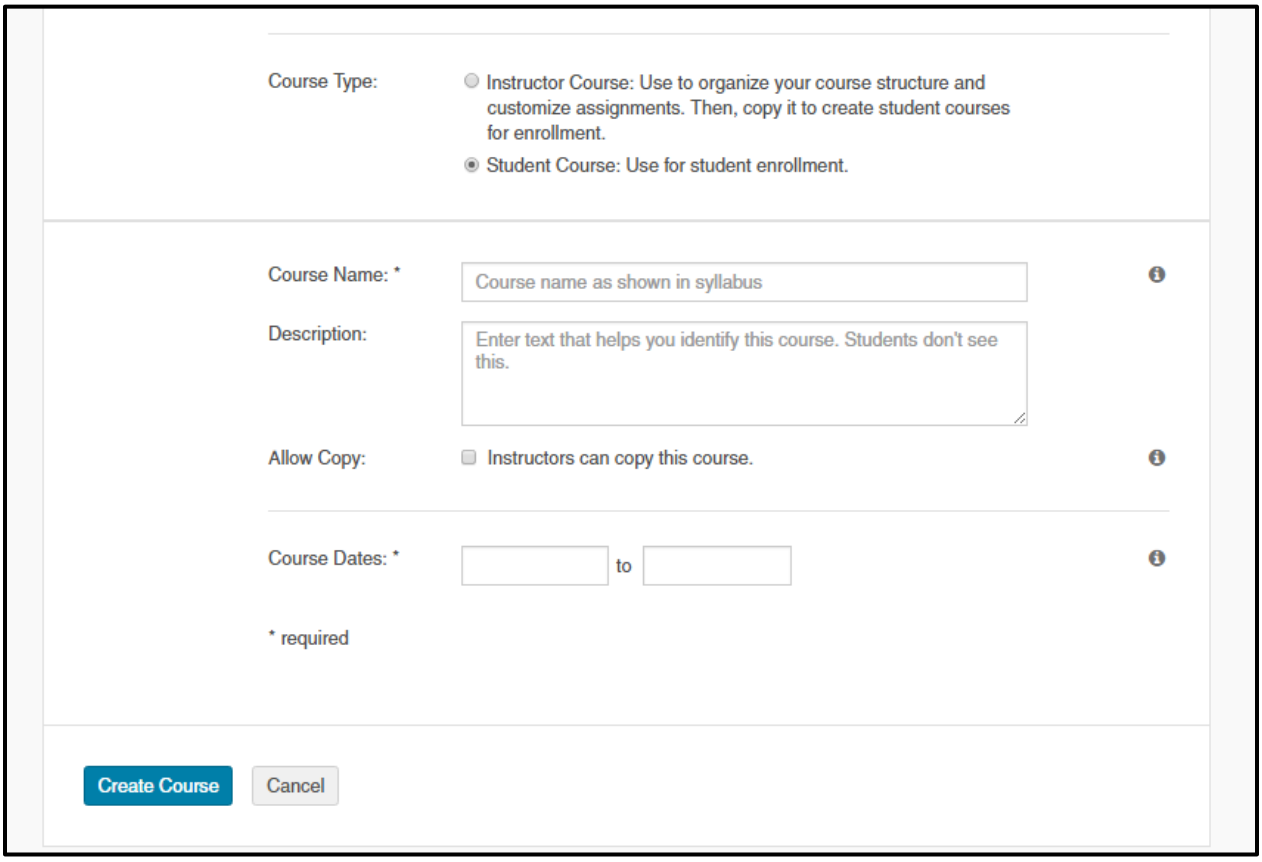
2. Click MyLab and Mastering in your Canvas course menu, then click Select a MyLab and Mastering product to use with this course.



3. In the new window click **See My List** for your courses, and *carefully select your course from last term*. Click **enter. You can also enter your course ID to make sure you choose the correct course.**



4. Name the new MyLab & Mastering course, give it new course dates, and specify whether other instructors can copy your Pearson course if given the Course ID. Click **Create Course.**



5. You will receive a confirmation that your course is being created. You can close the window to get back to your Canvas course. Once your Pearson course has been created, you'll receive an email. Just as it did in the initial pairing, this process can take some hours to complete.

6. Once you receive the email notification that your Pearson course has been created, links to your Pearson course will be available from the MyLab and Mastering menu item, and your new Canvas shell will be paired to the brand new copy of the same Pearson course that you used last term.

Copy a paired Coordinator course from a previous term

If you previously linked a Canvas master course to your Coordinator MyLab course, you can save time by copying this set-up for next term.

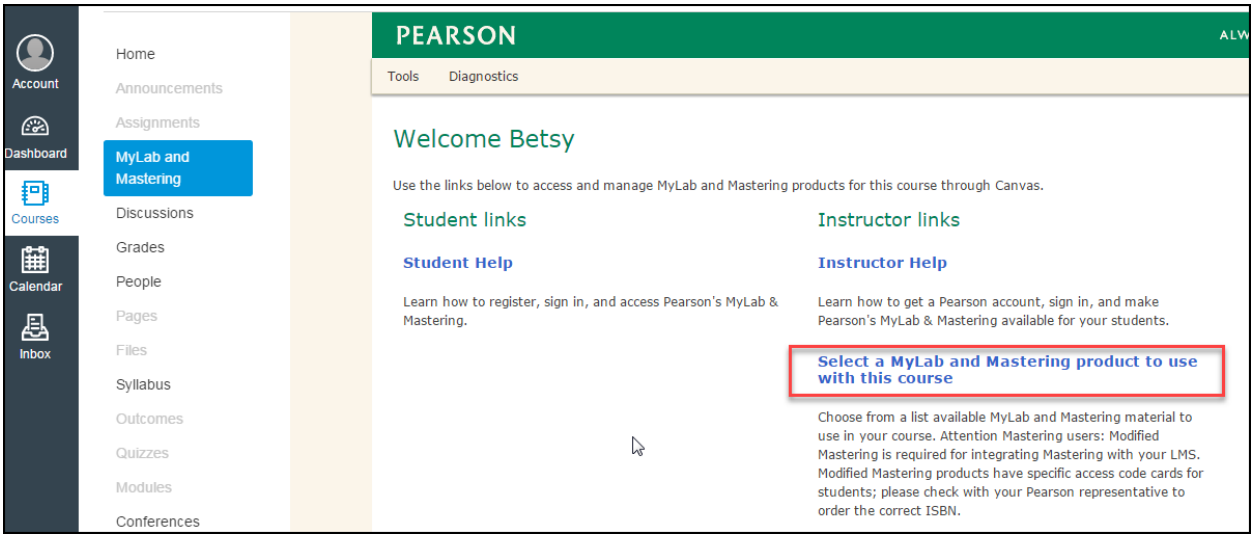
Ask your Canvas Administrator to make a copy of your Canvas master course that was paired to your Coordinator course. All of your Pearson component links will be copied into the new shell.

Click into your new Canvas master. Like last term, no students will enroll in this course. You will pair this new master with a copy of your Coordinator course, creating an Instructor course, not a Member course, then promote the standard course to Coordinator course in the MyLab course settings.

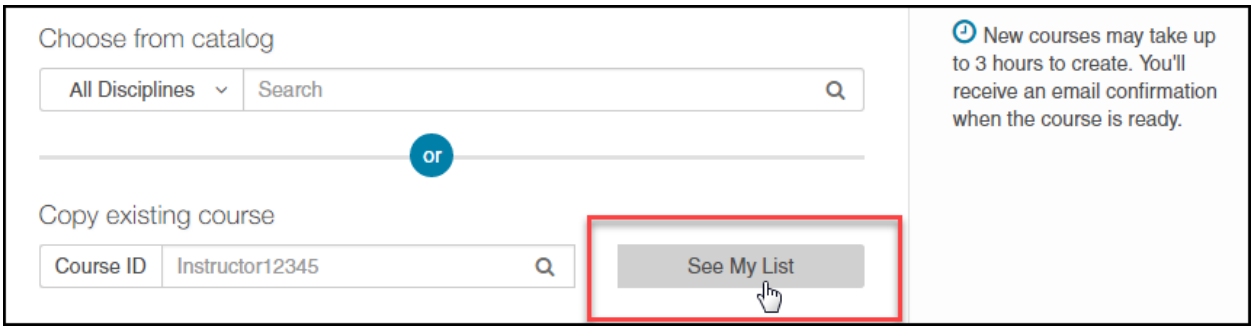
Step-by-Step Instructions

1. Click **MyLab & Mastering** in the course navigation.

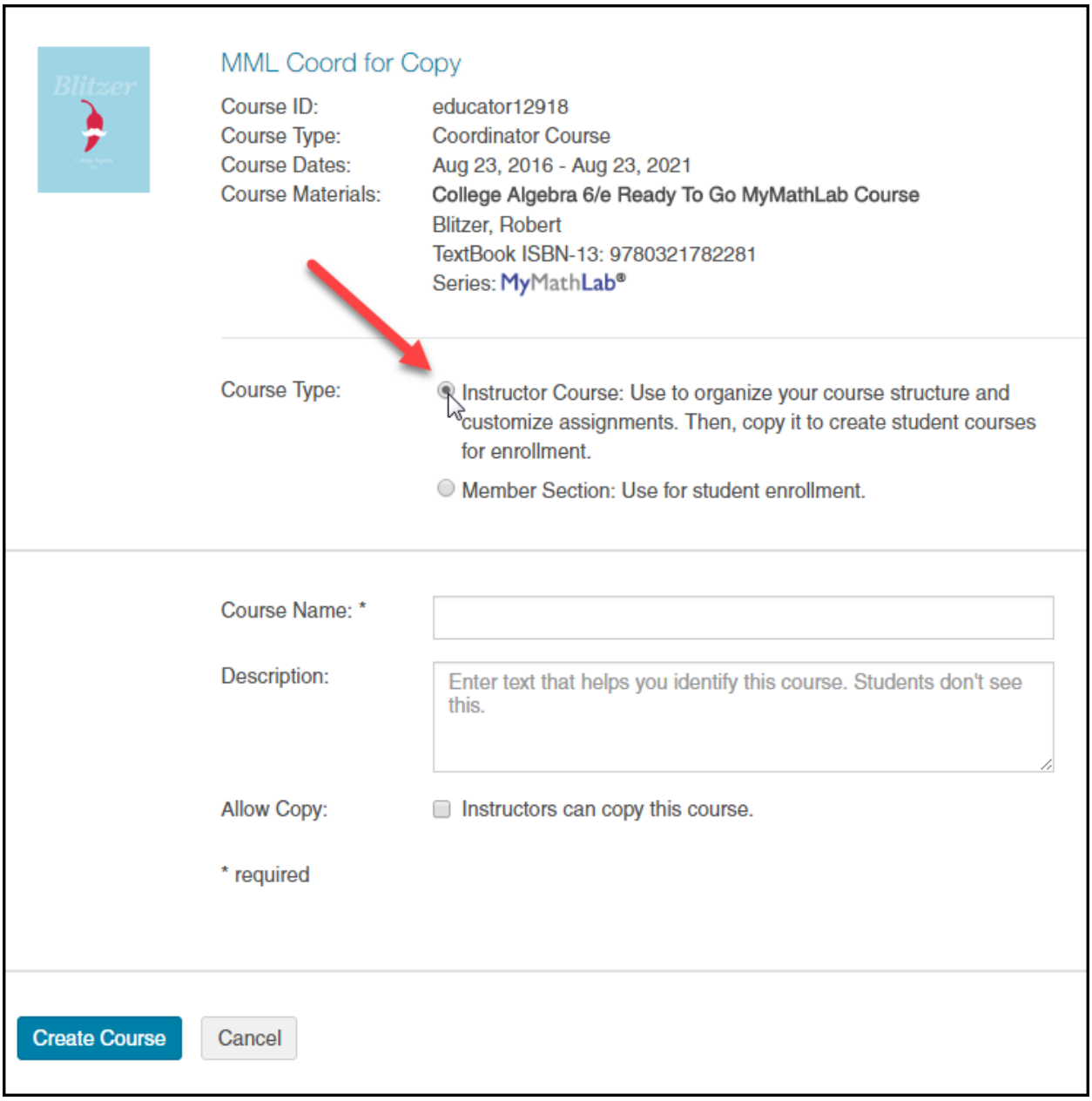
2. Click Select a MyLab and Mastering product to use with this course.



3. From the **"See My List"** list of courses, select your Coordinator course. then **Enter**. You can also enter your course ID to copy.



4. **Change Course Type to Instructor course from the default Member course.** Enter new Coordinator course name. Make sure to Allow Copy of other instructors will be copying your Coordinator course ID to become part of your Course Group.



5. Click **Create Course**. Congratulations, your request has been received, and you will receive an email when your Pearson course has finished processing.

6. Go into the MyLab course settings and change from a Standard course to a Coordinator course.

7. Make any desired customizations to this new Coordinator course. For example, you may need to change assignment due dates from what they were last term.

Now your Canvas Administrator will be able to make copies of the Canvas master for any member sections that need to be paired with the Coordinator course as member courses, and be part of this new Course Group.

Module 4: Add Pearson Component and Assignment Links

After you complete the initial course pairing, you can add links to your MyLab & Mastering course components with Canvas Modules. A component is a part of the MyLab course, for example, the page where students can access the MyLab Course Home, all of their homework assignments, the study plan, or their results.

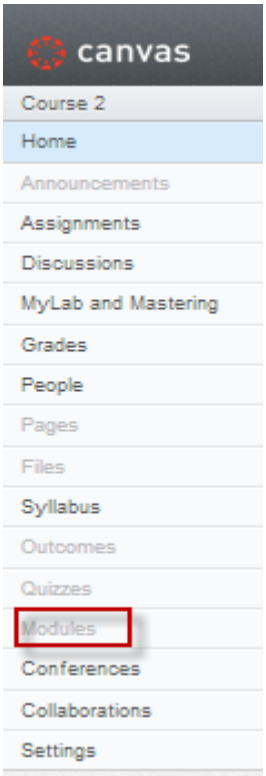
Adding component links through Canvas Modules can help your students find your MyLab content more easily.

Would you like to add Component Links?

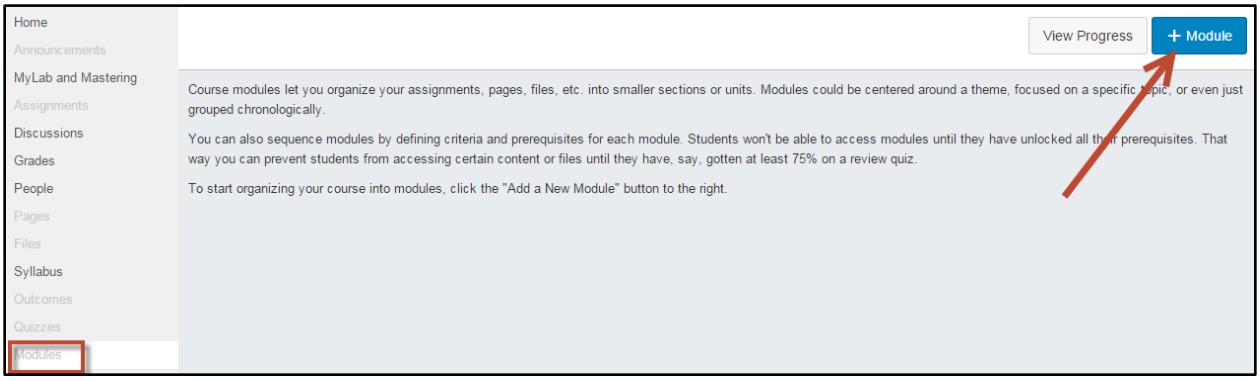
Video: MyLab & Mastering for Canvas Add Links to Canvas Course

Step-by-Step Instructions

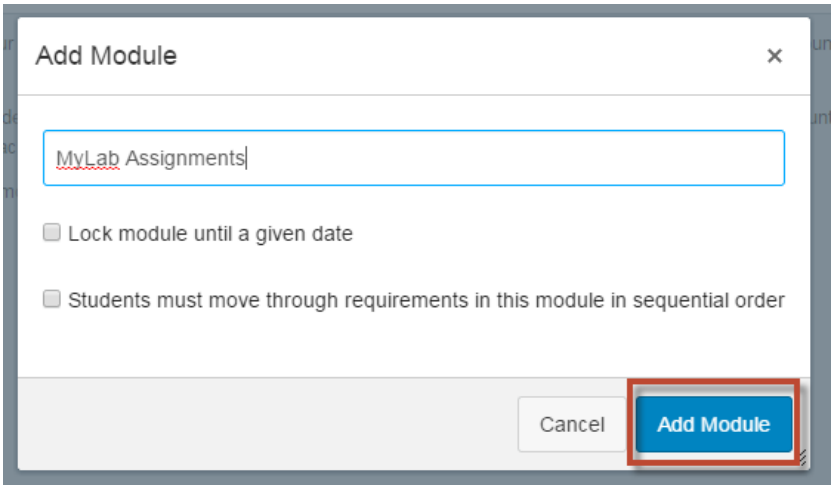
1. Enter your Canvas course.
2. Click **Modules** in your Canvas navigation.



3. On the Modules page, click **Create Module**.

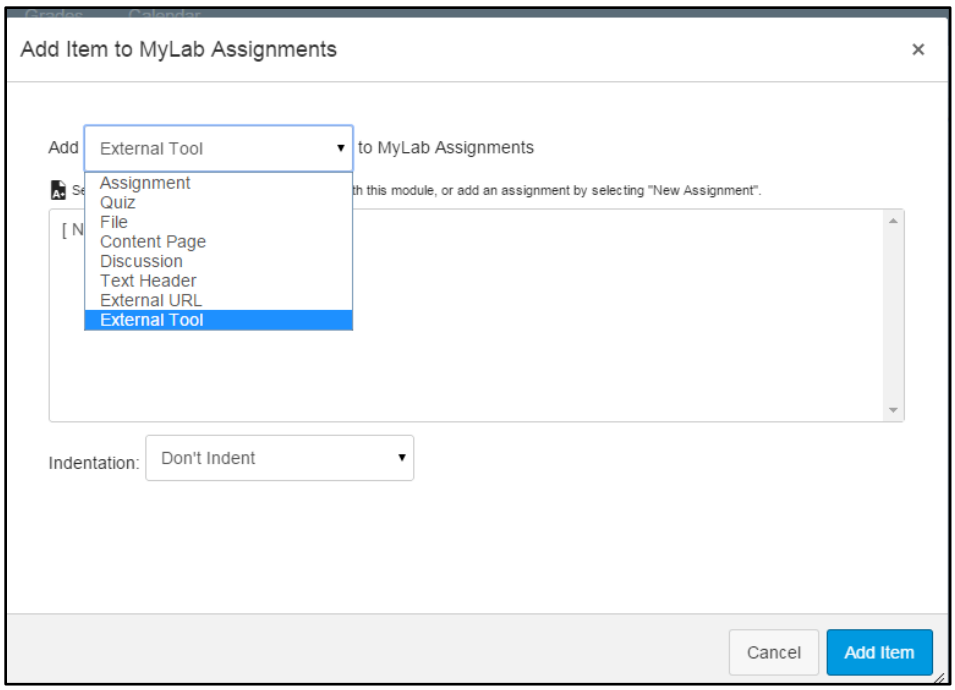


4. An **Add Module** box will appear. Name your module, but do not select the check boxes. Click **Add Module**.

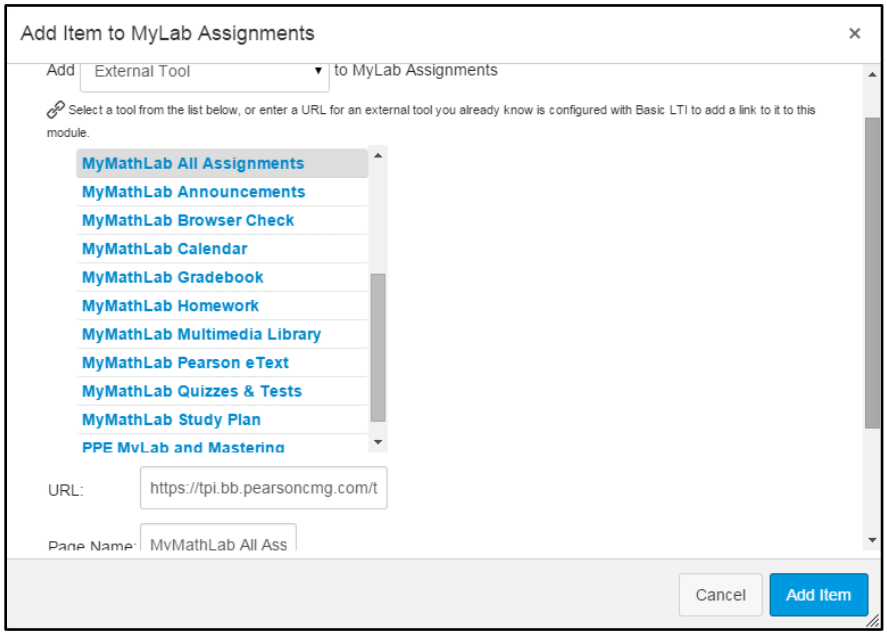


5. A title bar has now been created for the module. Click on the + icon.

6. The "Add Item to (name of module)" box will appear; in this case "**Add Item to MyLab Assignments**". From the drop down box, choose **External Tool**.



7. Select the component that you want to appear in the module (for example, All Assignments, Study Plan, or Calendar). The **URL** is automatically entered for you; do not change it. Keep or change the **Page Name** as needed. Then click **Add Item**.

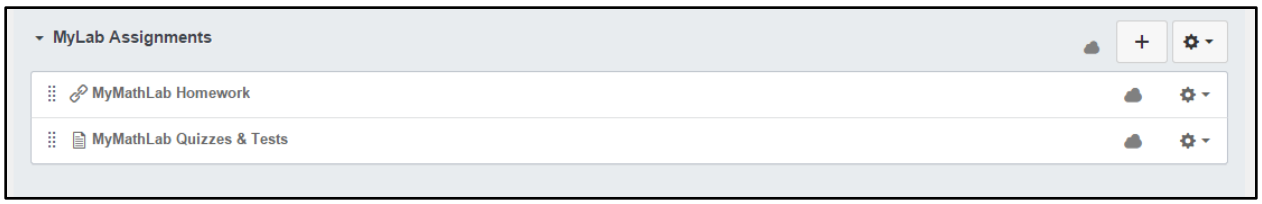


8. **(Optional)** You can add additional component links to an existing module.

    a) Click the add icon + in the module's title bar.

    b) Select the component that you want to add to the module.

    c) Click the **Add Item** button.



9. Repeat these steps as needed to add more modules.

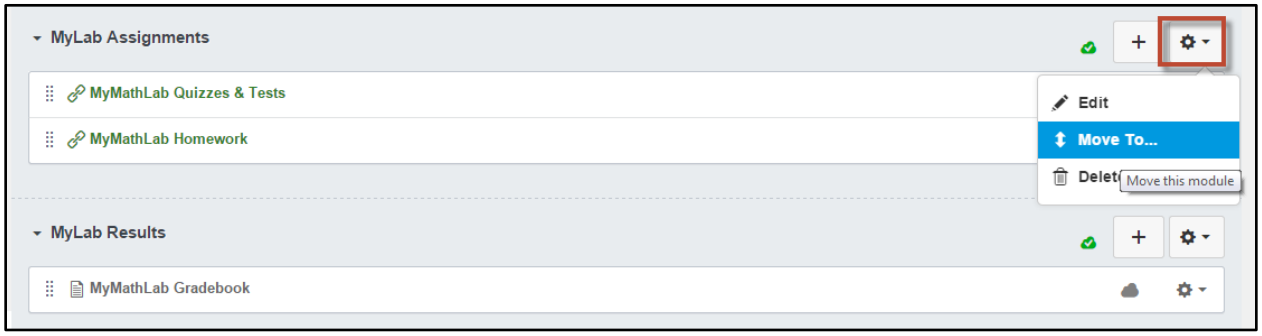
10. When finished, make sure to **Publish** your modules so that students can see them in the course. Draft State allows content in Modules to exist in an unpublished (draft) state. Unpublished modules are invisible to students. Click the cloud icon to publish.

Would you like to arrange, edit or remove Modules or Components?

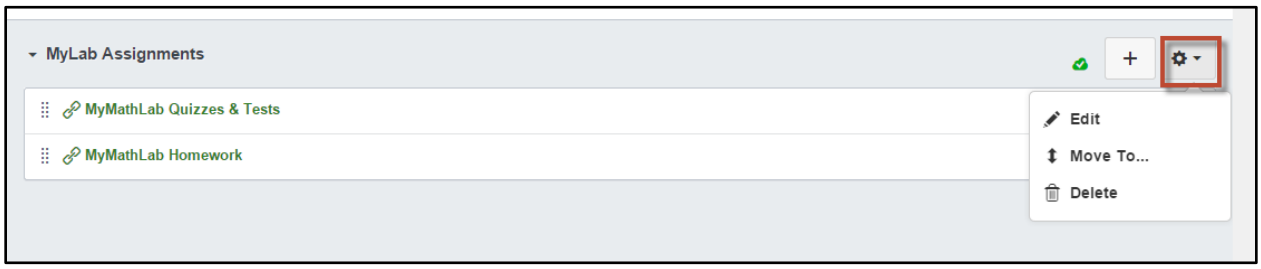
You can manage the look of your modules and component links once you've added them to the Modules page.

Step-by-Step Instructions

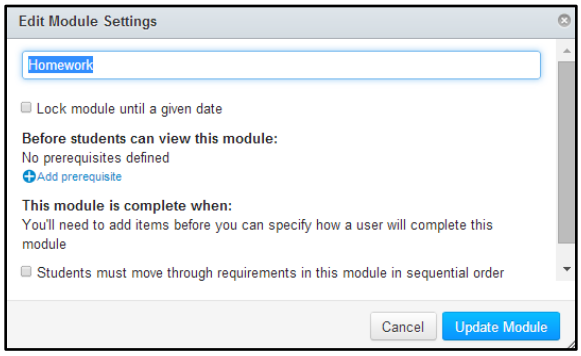
11. To change the order of modules, click the gear icon next to a module and select **Move To**. You will be able place the module in relation to other modules on the page. Moving a module moves any component links with it.



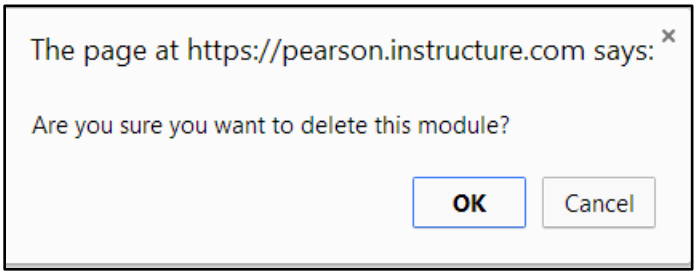
12. To **Edit** or **Delete** a module, click the **gear icon** and choose to **Edit** or **Delete**. Keep in mind that deleting a module will also delete any component links you had added to it.



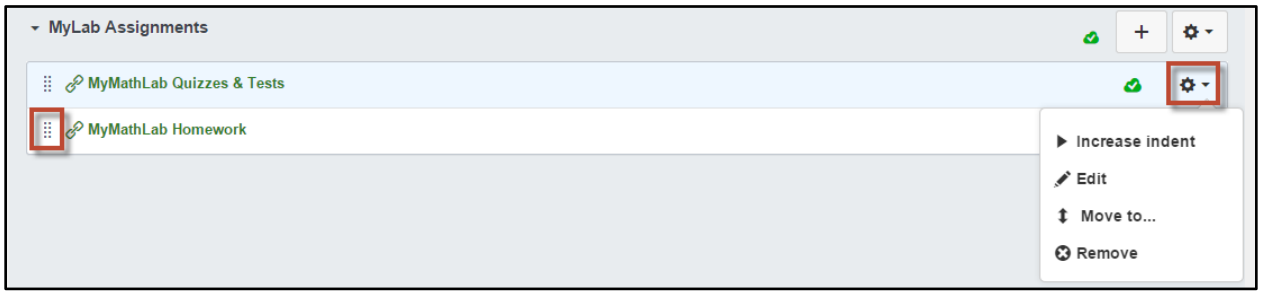
If you choose to edit the module, the **Edit Module Settings** Box will appear, allowing you to change the name of the module. Once you have made your changes, click **Update Module**.



If you choose to delete a module, a warning box will appear asking if you are sure you want to delete this module. Click **OK** to proceed.



13. To **Increase Indent, Edit, Move or Remove** any component links from a module, click the **gear icon** next to the component link, and select from the list. You can also reorder component links by hovering over the left edge of a component link and dragging it.



Would you like to add links directly to your MyLab assignments?

Linking directly to Pearson MyLab assignments that you set up through the Assignment Manager (sometimes called Activities & Assessments Manager), allows your students to open a particular assignment directly from your Canvas Assignments page, without having to navigate to the MyLab itself.

You create these links by syncing the assignments through Canvas Grade Sync.

Once the links are created, they will appear on the **Assignments** page of your Canvas course.

Video: Instructors: Create Deep Links to XL Assignments in Canvas

Step-by-Step Instructions

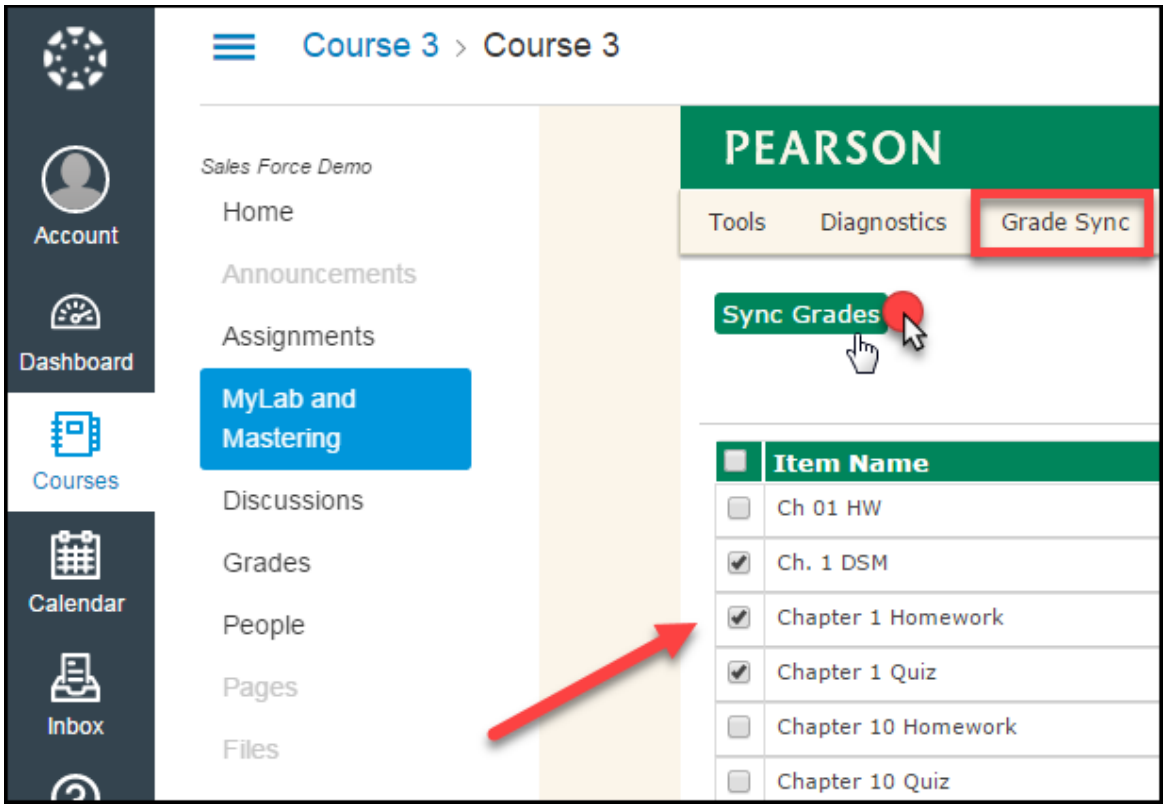
1. Set up your assignments in the Pearson MyLab course. Adding the deep links to assignments will transfer both links to the assignments as well as their due dates, so set assignments and due dates up first.

2. Select **MyLab and Mastering** in the Canvas navigation.

3. Select the **Grade Sync** tab. Your MyLab assignments appear in the Grade Sync list

Note: for more information on preparing for grade sync and syncing grades, see Module 5.

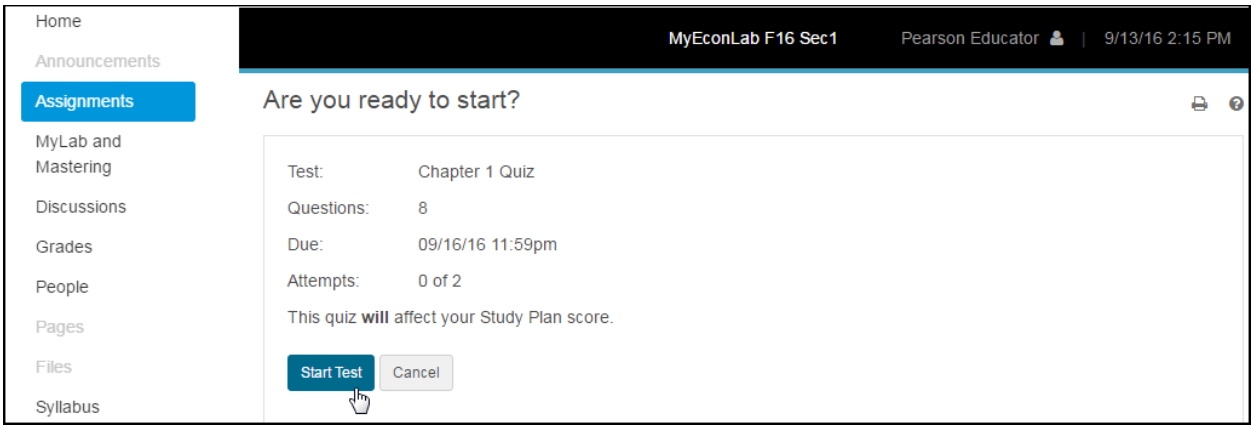
4. Select the assignments you want to create assignment links for, then select **Sync Grades**.



5. You'll receive a "Success" message that grade sync successfully completed. (Your students do not need to have scores yet in order for you to complete the grade sync. This simply deploys those assignments to the Canvas Grades and Assignments areas of the course.)

6. In addition to those assignments now being deployed in Canvas Grades, they will now appear in the Canvas Assignments section.

Students can launch the MyLab assignments directly from Canvas, without having to navigate to the MyLab.



Important: If you need to change the due date of a MyLab assignment, *you must change the due date from within your MyLab course*. After making that change, in order to update the due date in Canvas, you have two options. You can either change it manually on the Canvas Assignments page, or you can go back to the Canvas Grade Sync page, and re-sync the changed assignment. This will push the changed due date through to your Canvas Assignments page.

Module 5: Gradebook Set Up and Customization

There are two ways to bring grades from a MyLab course gradebook into the Canvas gradebook:

- Synchronize grades: This is a one-way process that, when prompted, brings raw grades in points from your MyLab course's gradebook into Canvas.
- Export/Import grades: You can export the Pearson gradebook information to a .csv file and import that file into the Grade Center.

There are several important tips that you will want to make note of before getting started:

- You need to choose either sync **or** export/import to avoid duplicate columns in the Grade Center.
- You control which items sync and when.
- The process of Syncing grades creates links to MyLab assignments with their due dates on the Canvas Assignments page (see Module 4)
- It's important that all of the assignments you wish to sync from MyLab to Canvas are listed on the Canvas Grade Sync page, prior to students starting those assignments. Once students start an assignment, it cannot be added retroactively, and grades for it would need to be exported/imported to be added to Canvas.
- The grade sync only brings over raw grades from your MyLab and Modified Mastering gradebook. Percentages do not sync.
- Grade sync does not bring any categories you set up in the Pearson gradebook into the Canvas gradebook. So, if you have set up any additional categories or weighting options, they will not transfer. If you desire to have additional categories or weights applied to grades, you will set that up in the Canvas gradebook.
- Pearson items that are scored with non-numerical grades *do not sync*.
- From within your MyLab course you can edit the assignment settings to select which assignments populate the Canvas Grade Sync page.
- Assignments with pooled questions with different point values will not transfer correctly into Canvas. Grade transfer cannot account for individual students who have different points possible for a single assignment. *If* a pooled activity is assigned, it is important to ensure that questions have the same point values.

Would you like to use Grade Sync to send MyLab grades to Canvas?

Assignments and student grades can be synced from MyLab & Mastering to the Canvas gradebook. You choose which Pearson assignments are to sync with the Canvas gradebook and when.

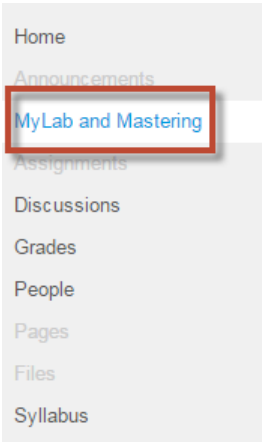
Preparing for Grade Sync

Video: Instructors: Select Individual Assignments for Canvas Grade Sync from your Pearson MyLab Course

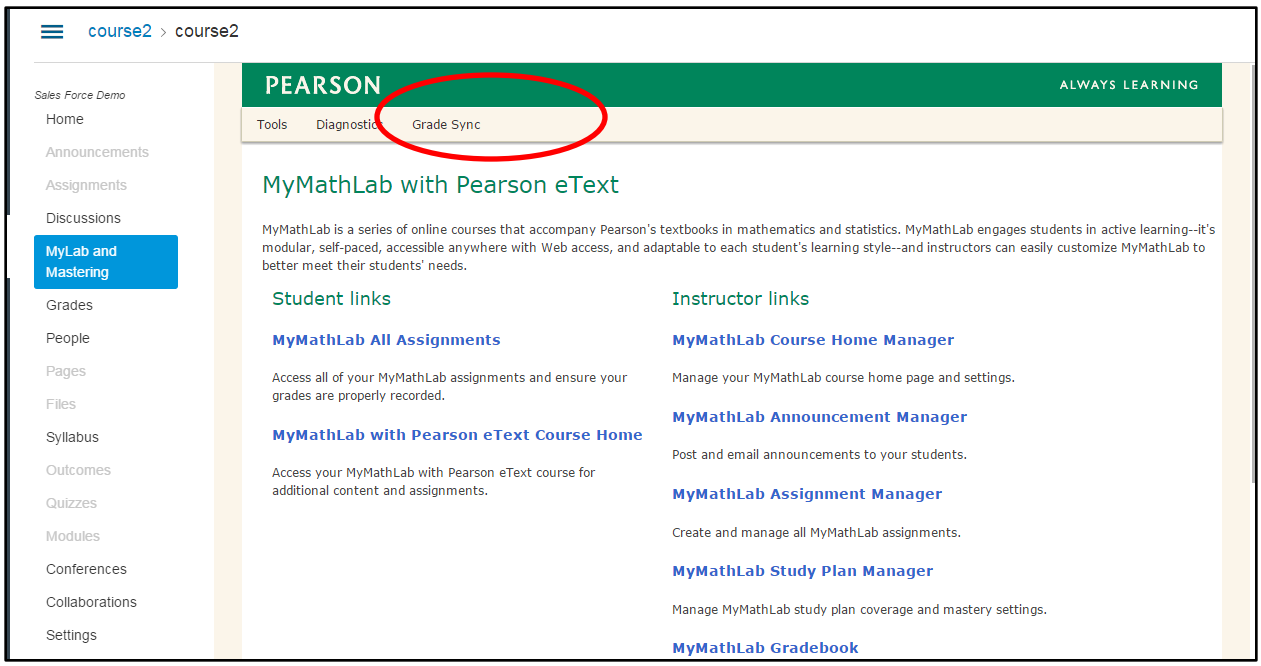
If your MyLab course contains many assignments, you may want to choose which assignments you bring over to the Canvas Grade Sync page. This can help make the selection of assignments to sync to your Canvas Grades easier. If you decide to limit what is brought over, please complete the following steps before syncing.

Step-by-Step Instructions

1. Log into Canvas. On the left hand navigation bar click **MyLab and Mastering**.



2. Click the **Grade Sync** tab to view the assignments that are currently available in your MyLab course to sync with Canvas.

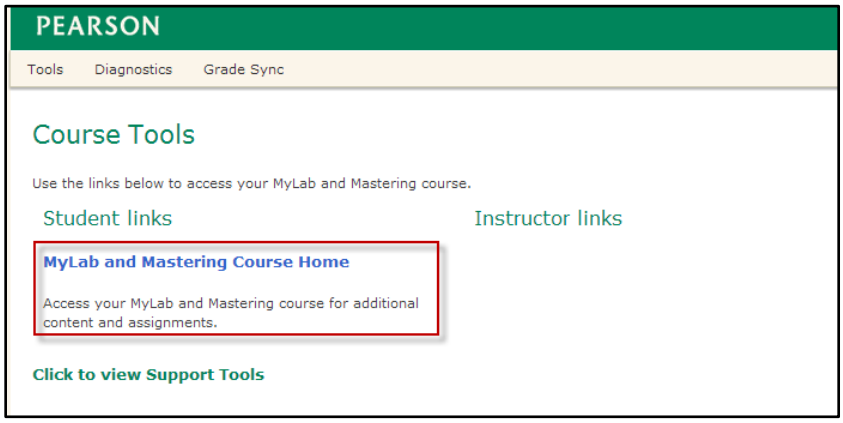


3. To modify what MyLab assignments appear on this list for syncing, you will make those changes from within your MyLab course.

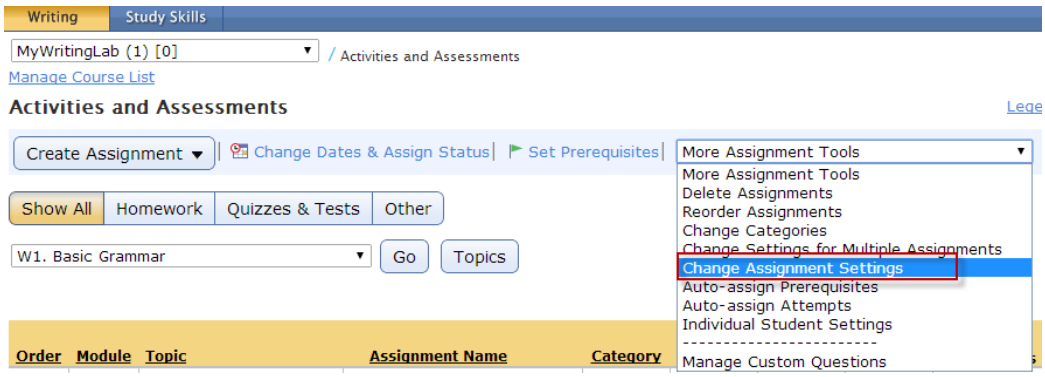
Note: If no assignments populate the Canvas Grade Sync page, once you create MyLab assignments and make sure they are set to "Send to Canvas", they will populate this page.

4. On the **Course Tools** Page, Click **MyLab and Mastering Course Home** and in your MyLab course, navigate to the Assignment Manager or if you have a link directly to the **Assignment Manager***, click it.

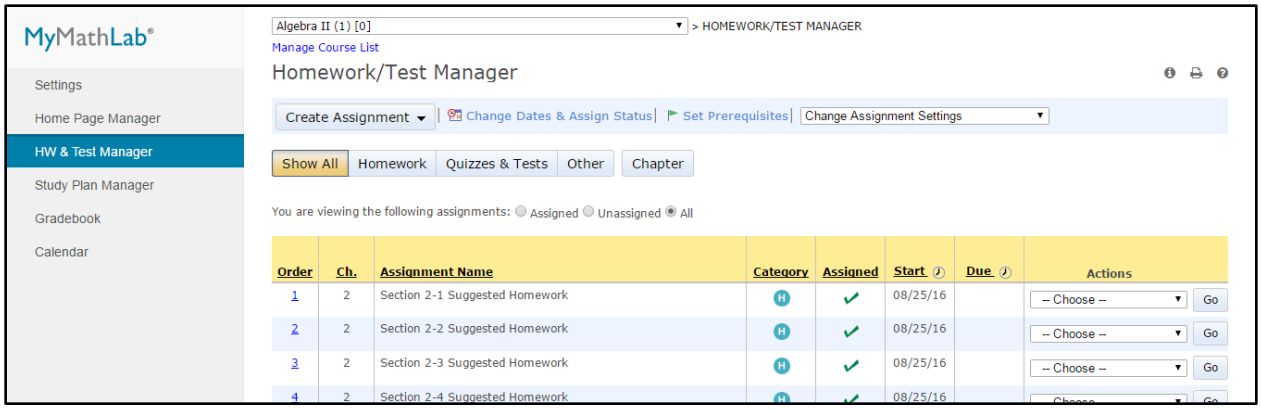
*The Assignment Manager may also be called Activities/Assessments Manager.



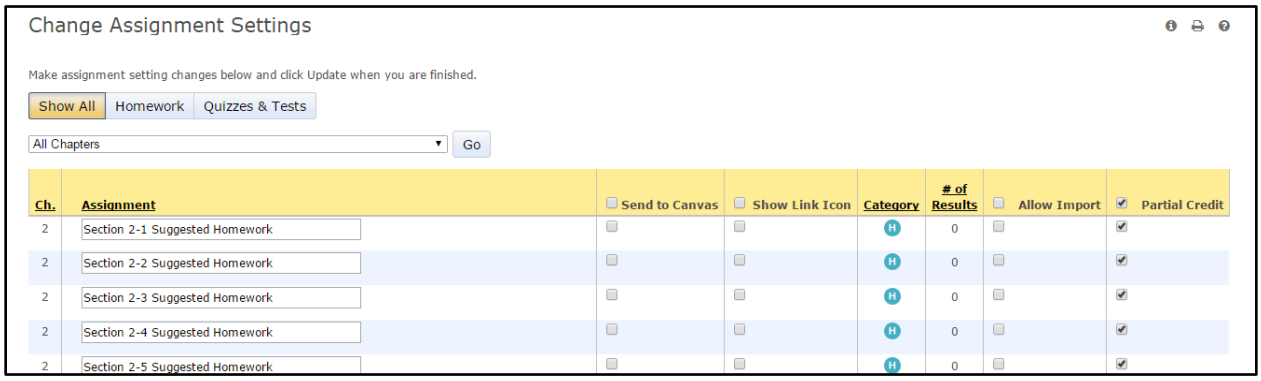
5. In the Assignment Manager (or Activities/Assessments Manager) use the **More Assignment Tools** drop down box to choose **Change Assignment Settings**, or if your course doesn't have a drop-down list, look for **Change Assignment Settings** in the Assignment Tasks' Customize list. You may see this:



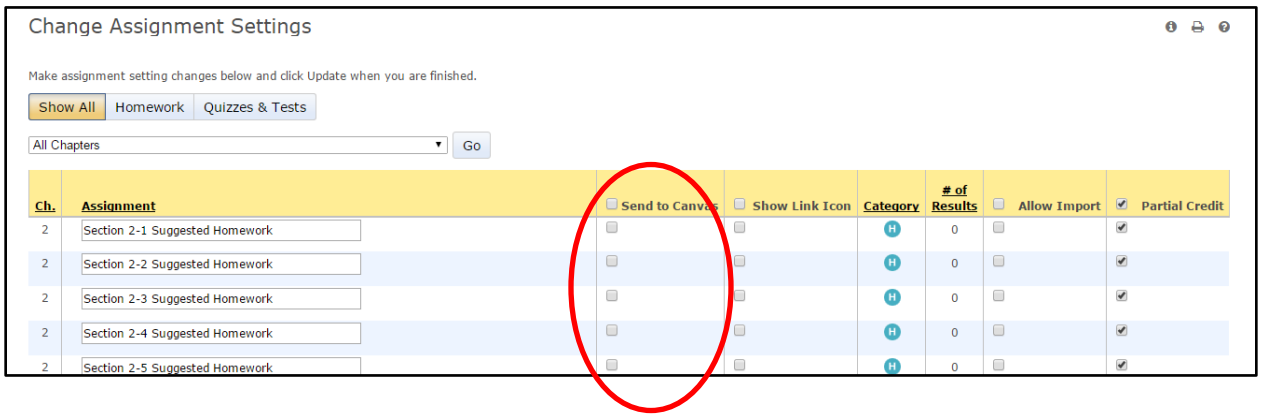
Or something like this:



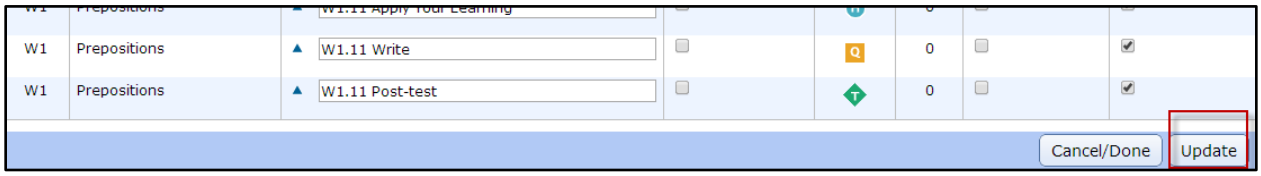
6. Depending on the number of assignments you have, you may wish to filter the list. If there are items marked to "Send to Canvas" already, you may wish to *deselect* items.



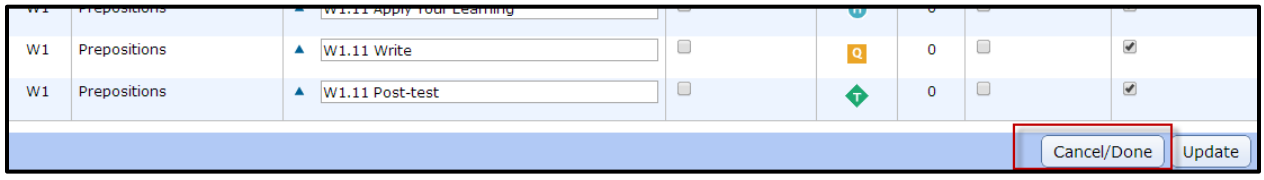
7. You will now select the assignments that you will send to Canvas by clicking the box for the individual assignment or by clicking the check box at the top to send all to Canvas.



8. Once you have finished this, scroll to the bottom of the screen and click **Update**.



9. After the screen has updated, click **Done**.



10. Repeat Steps 6 through 9 as needed to select/deselect assignments in other content/chapter areas.

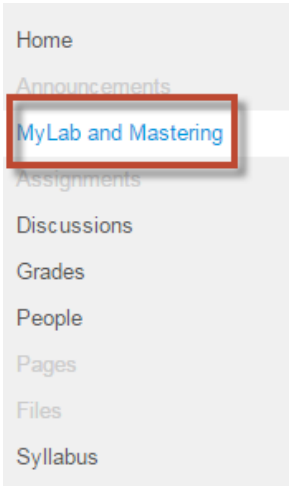
Syncing Grades

When you're ready to sync grades, follow these steps. Please make sure the Canvas **Grade Sync** page contains all of the MyLab assignments you wish to sync with Canvas prior to students beginning those assignments.

Video: MyLab & Mastering for Canvas Synchronize Grades

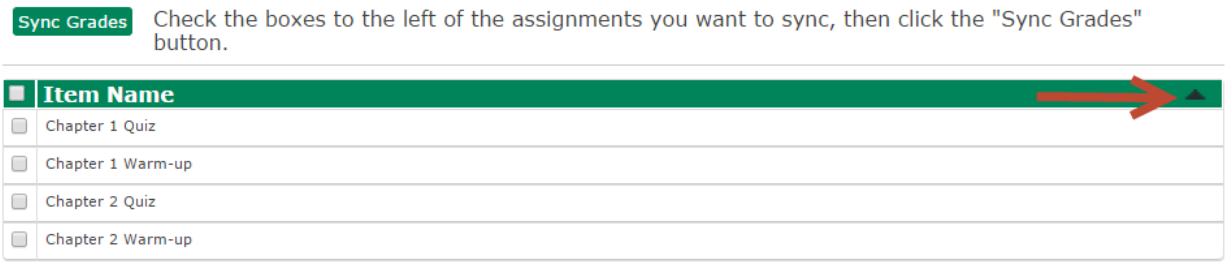
Step-by-Step Instructions

1. Enter your Canvas Course. Click on MyLab and Mastering in the left hand navigation bar.

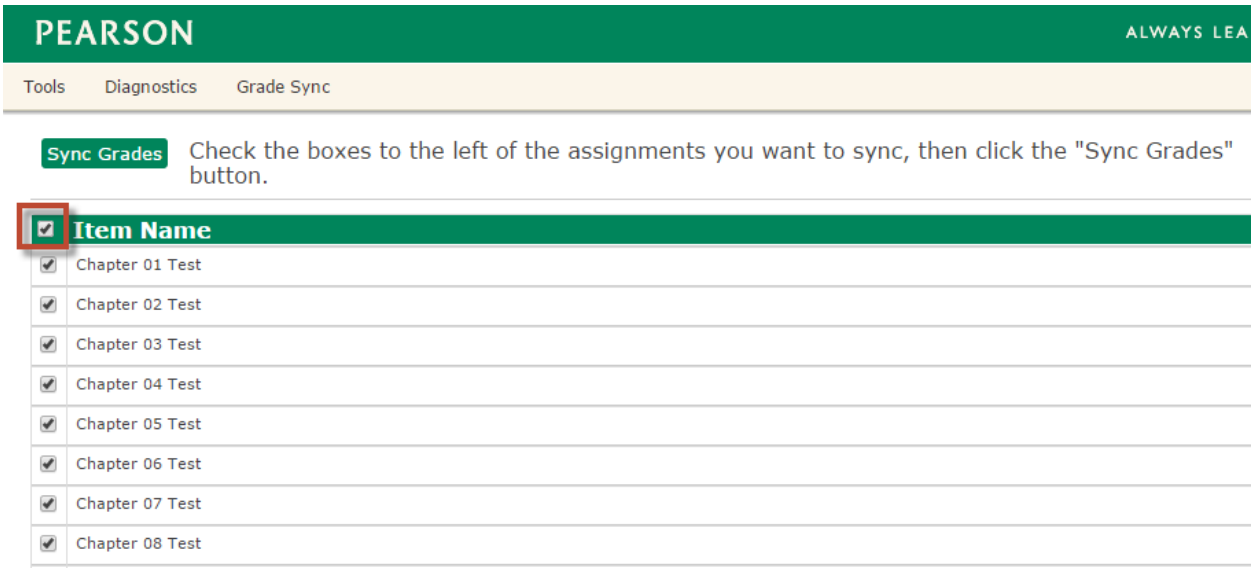


2. On the Pearson Page, click on the Grade Sync tab at the top of the screen.

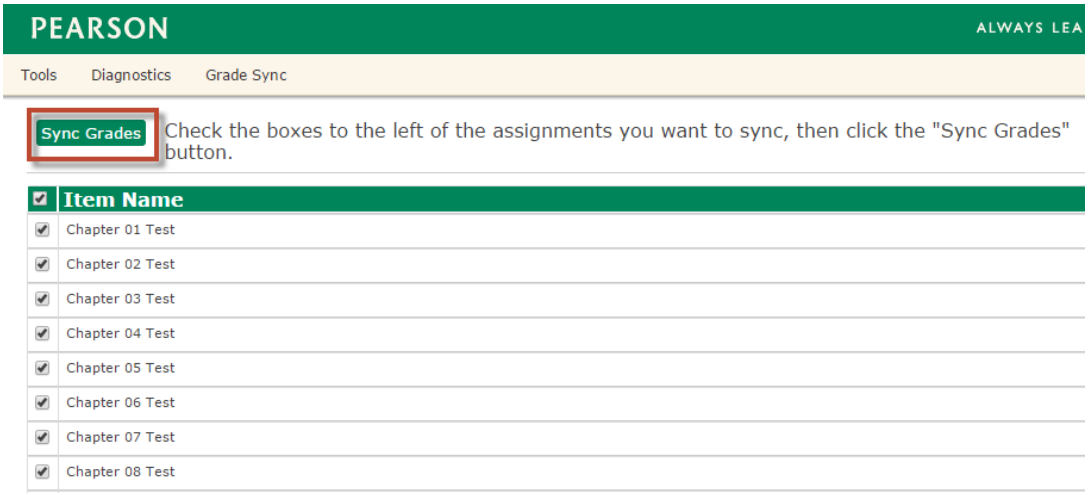
3. Items may appear out of order. If you are having trouble locating particular assignments in the list, use the arrows to sort the list alphabetically.

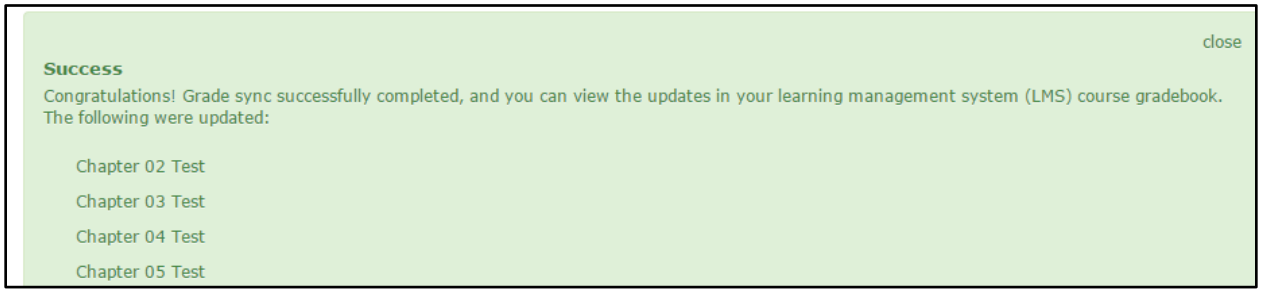


4. **Check** the box next to the items you want to sync. If you want to select all items, click the check box next to **Item Name**.



5. Click the **Sync Grades** button to sync the grades. Once Canvas has finished syncing the grades you will receive a success message. Go to the Canvas gradebook to see the synced items and grades.





Important: Once you have completed the grade sync, this will add your Pearson assignments and due dates to your **Canvas Assignments** page. If you do not want links to

your MyLab assignments on your Canvas Assignments page, they can be deleted from that page without any impact to the grade sync, or the assignments in the MyLab.

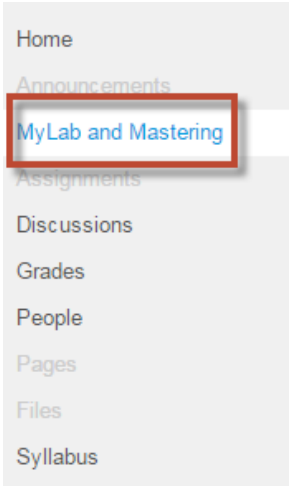
Update Grades

If you need to update or refresh assignments and grades in Canvas, you will use the same procedure that you used to initially sync them. If a student has retaken an assignment, or if more students have taken an assignment since it was originally synced, you will need to update grades in order for those new scores to populate your Canvas Grades.

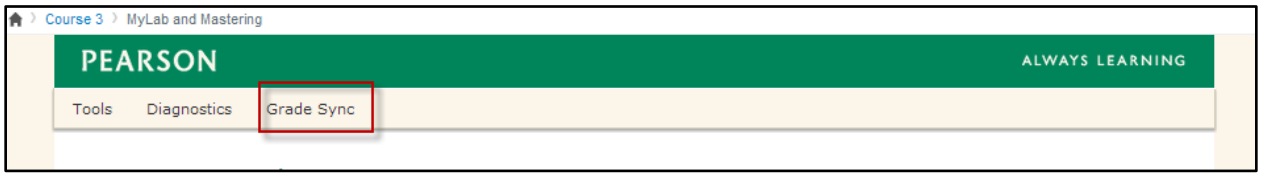
Note: If you want to change an assignment's name, points possible, or grades, make the change in the MyLab or Modified Mastering gradebook. Then sync grades with the Canvas gradebook.

Step-by-Step Instructions

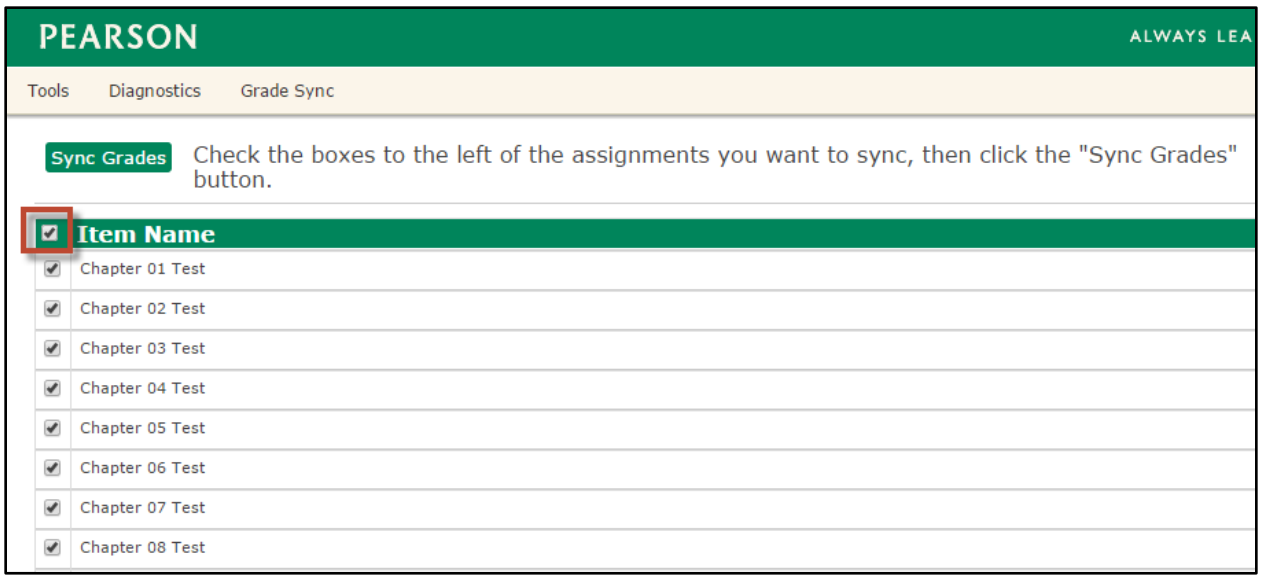
6. Enter your Canvas Course. Click on MyLab and Mastering in the left hand navigation bar.



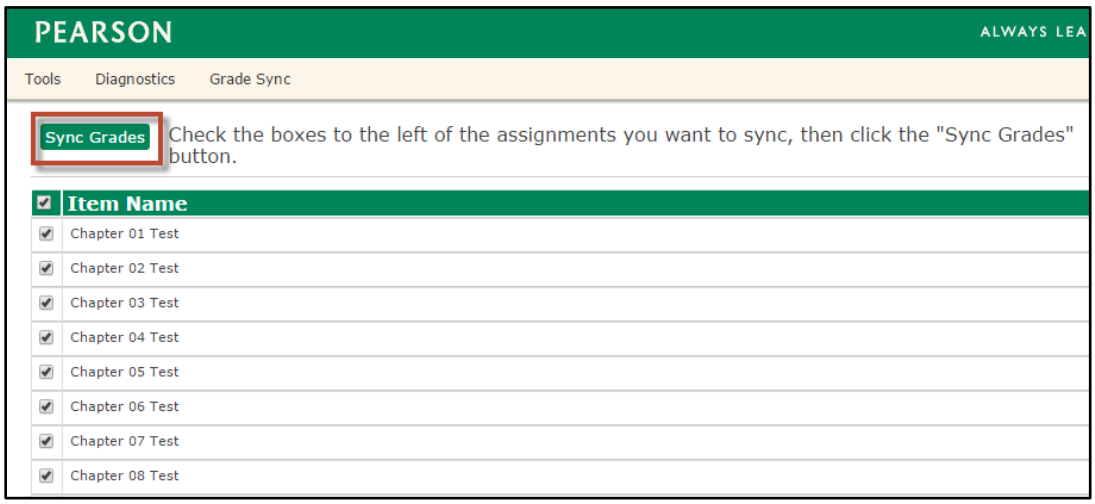
7. Click the **Grade Sync** tab.



8. **Check** the box next to the items you want to sync. If you want to select all items, click the check box next to **Item Name**.



9. Click the **Sync Grades** button to sync the grades. Once Canvas has finished syncing the grades you will receive a success message. Go to the Canvas gradebook to see the synced items and grades.



Would you like to add MyLab grades using Export/Import?

There may be times that you need to export and import a column that is not included in the grade sync process. Or perhaps you prefer to manage what scores will transfer to Canvas by importing a .csv file instead of the Grade Sync method.

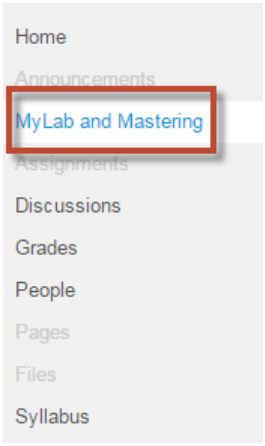
The following steps lead you through the process to export grades from Pearson's MyLab & Mastering and then import them into Canvas.

Export Grades from your Mylab course

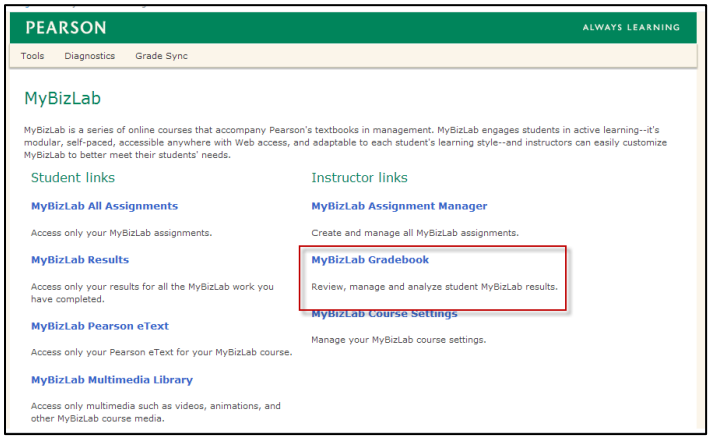
First you need to export the grades from your Pearson's MyLab & Mastering Course.

Step-by-Step Instructions

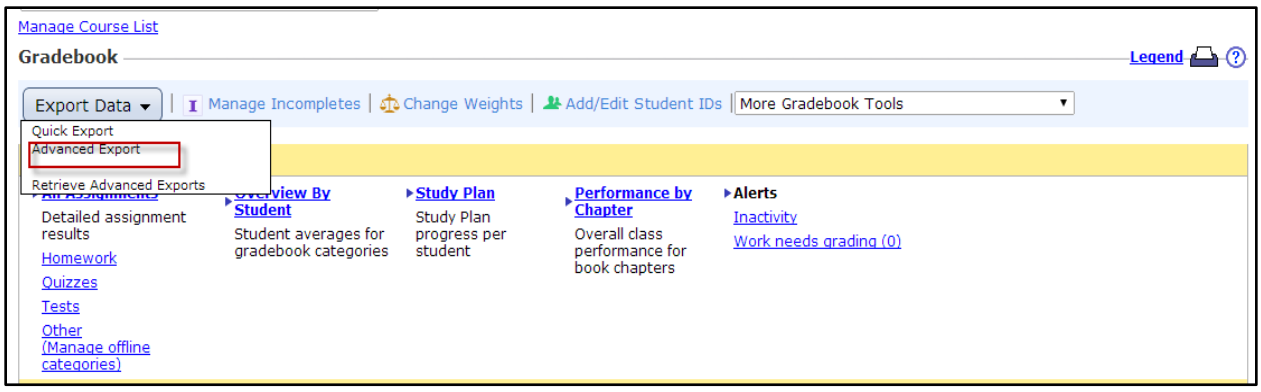
1. Log into Canvas. On the left hand navigation bar click **MyLab and Mastering**.



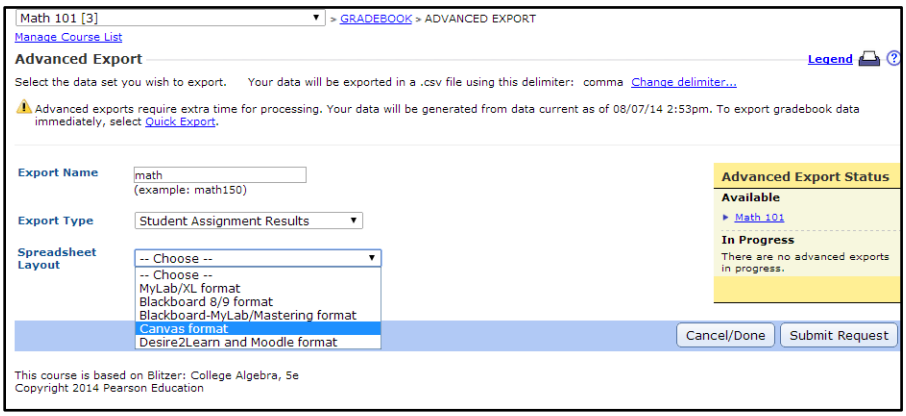
2. On the Pearson Tools page, click on the **Gradebook** link (if you don't have a link to the gradebook, click the link to the Course Home and navigate to your MyLab gradebook from there).



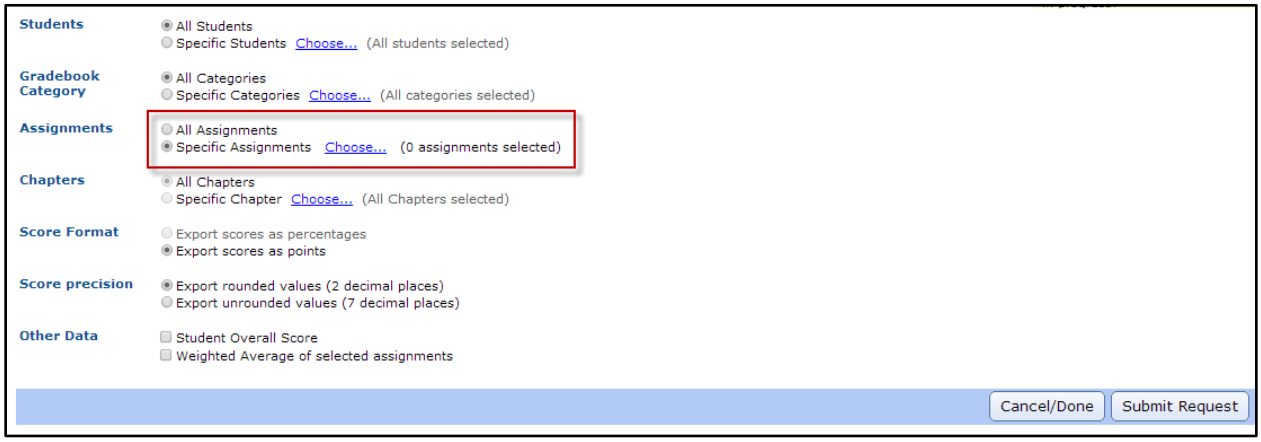
3. The Gradebook will now open up. Click on the **Export Data** button and choose **Advanced Export**.



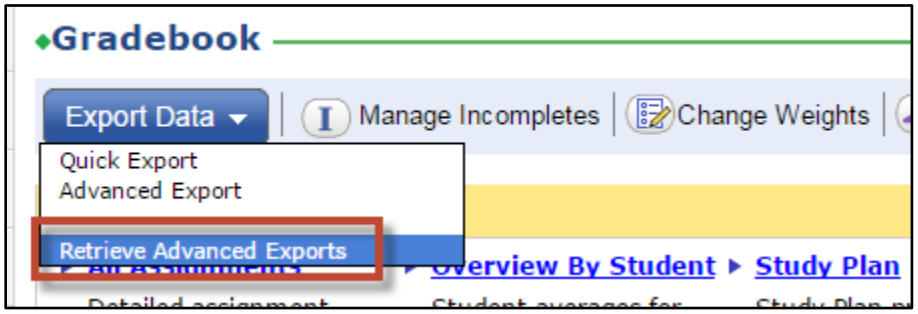
4. On the Advanced Export screen, title your export in Export Name. For Export Type choose Student Assignment Results. Choose Canvas Format in the Spreadsheet Layout field.



5. Once the screen updates, you will now choose the settings for the grades you want to download. Here is where you will choose the **Specific Assignments** to export. Click on **Choose** to do so. Once you have chosen your assignments click on **Submit Request**.



6. Wait for the email informing you that your exported report is ready. Go back to your MyLab Gradebook, and click **Export Data**, then **Retrieve Advanced Exports**.



7. Click on the name of the file to download the .csv file. **Open the .csv file, and remove the first row of the file, if instructed**. If there are grade columns you do not wish to import into your Canvas course, delete those columns now.

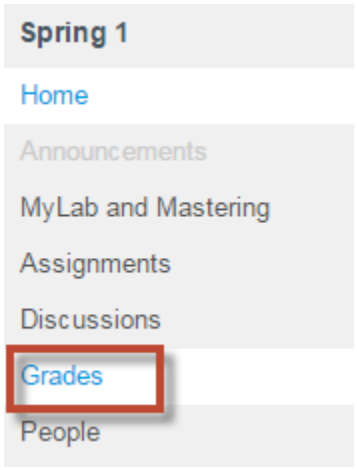
   Do not delete Student, ID, SIS User ID, SIS Login ID, or Section columns.

Import Grades into Canvas

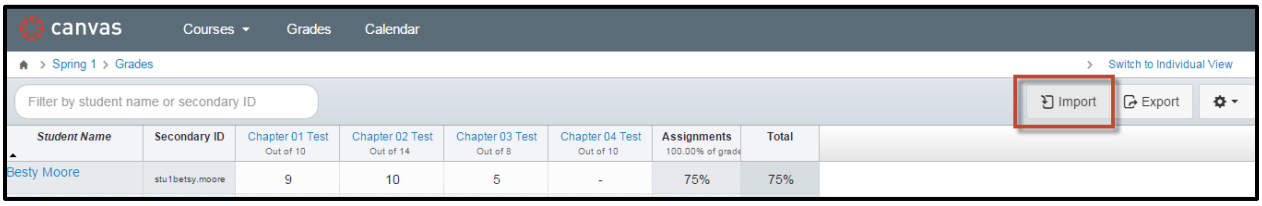
Once you have exported the grades from your MyLab Course, it is now time to import them into your Canvas Gradebook.

Step-by-Step Instructions

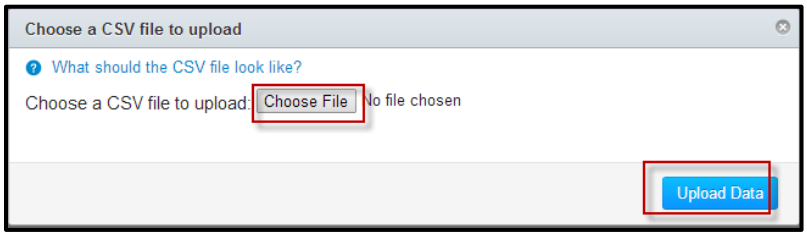
1. Log in your Canvas course. Click **Grades** in the course navigation.



2. The Grades page will open. Click **Import** from the Grades bar.



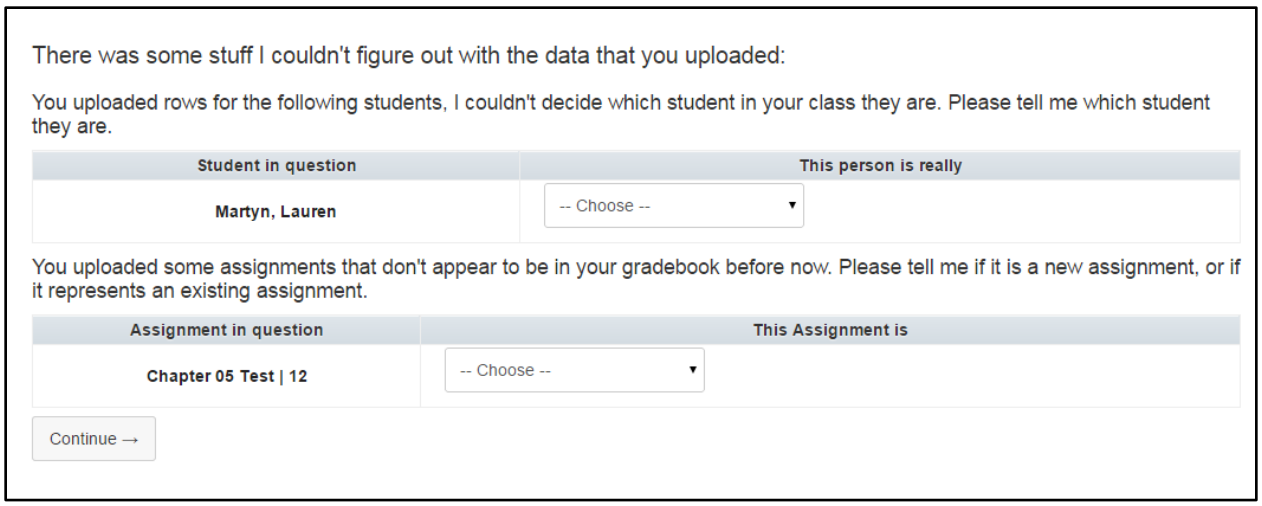
3. A "**Choose a CSV file to upload"** box will appear. Click **Choose File** to find the advanced export file to upload, and click on **Upload Data**.



4. If the upload file has any mismatched data or errors, Canvas displays them and provides options for you to remap or ignore them.

   If any student's name varies between Pearson and Canvas accounts, you will be asked to match the name. Match the student by clicking the drop-down arrow, and select the proper student. You will be prompted to do this each time you import scores.

   You will need to need to create a new assignment for each of the gradebook items you're importing. In the message area, "You uploaded some assignments that don't appear to be in your gradebook before now. Please tell me if it is a new assignment, or if it represents an existing assignment," select **A New Assignment** from the drop-down list.



5. Click the **Continue** button. The assignments and scores are added to Canvas Grades.

6. Click **Save Changes** to save the imported data.

7. You may repeat the import process as many times as you like during the term. If you import an assignment which has been imported previously, if there are no changes to scores or student completions, you will not be prompted to create the Canvas assignment again, and it will not create a duplicate column.

   Any new assignments will require matching mismatched students, and creating new Canvas assignments and adding points possible as outlined in Steps 4-6.

Would you like to customize your Canvas Grades?

When importing or syncing grades from your MyLab or Modified Mastering course to Canvas, you may find that Canvas gradebook features are either unavailable in the Pearson gradebook or ignored in the import or sync process. However, you can still implement these features in the Canvas gradebook. Common examples of these features are:

- Display grades as percentages
- Change an item name
- Create categories in the gradebook
- Create total grade columns
- Create weighted total score columns
- Dropping the lowest score(s)

The Canvas Instructor Guide and Canvas Community have more instructions on using these features, or ask your Canvas Administrator for assistance.

In particular, here is an article in the Canvas Instructor Guide on how to change assignment group weight in the gradebook.

Module 6: Student & Teaching Assistant Access

Now that you have set up your course, you are ready for students and teaching assistants to enroll. Your students and teaching assistants will also link their Canvas and Pearson accounts, or create a Pearson student account during registration and enrollment.

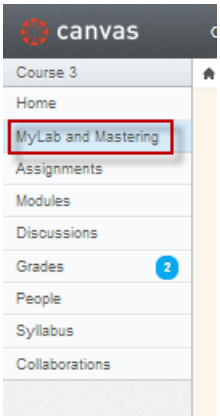
How do students register for their MyLab & Mastering course?

MyLab & Mastering for Canvas Student Registration

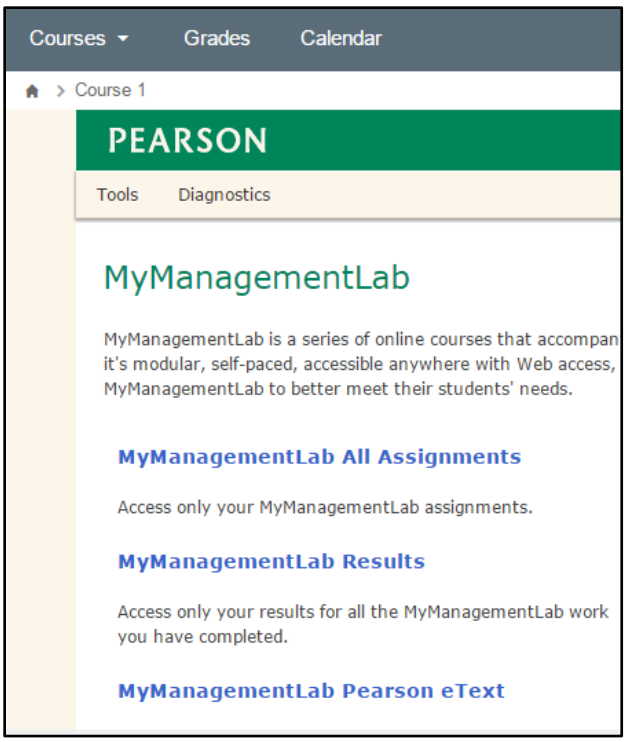
These are the basic steps your students take to link their accounts and register for the MyLab or Modified Mastering course.

Step-by-Step Instructions

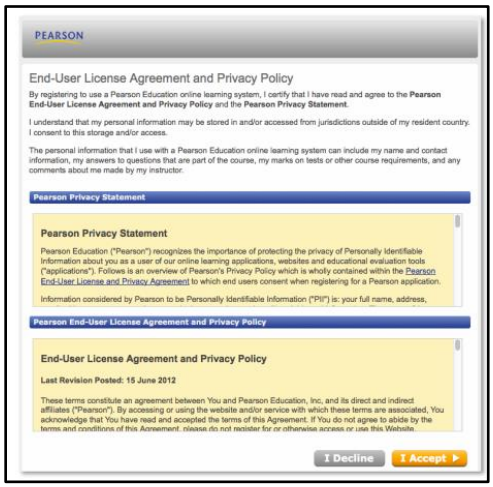
1. Students will log in to their Canvas account.
2. Click on MyLab and Mastering in the left hand navigation bar.



3. On the Pearson page, click any MyLab & Mastering content link.

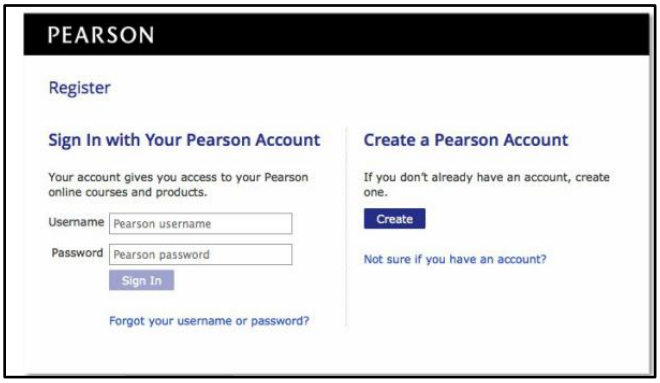


4. The first time students access their MyLab or Modified Mastering course through Canvas, they are prompted to agree to our Privacy Policy.



5. On the next screen, students will be asked to either sign in with a Pearson student account, or create a new Pearson student account.

Important: Students should use the "**Forgot your username or password**?" tool before they create a new account. Creating multiple Pearson accounts can create confusion in the future.



6. After signing in or creating a new student account, the student payment options appear.

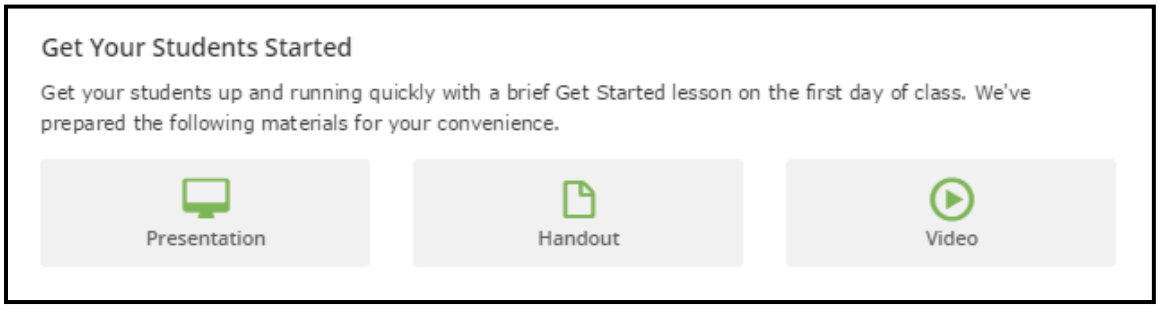
   Students can choose to:

- Purchase access with a credit card
- Redeem a MyLab or Modified Mastering access code that they already purchased
- Request temporary access so they can pay later

After this one-time process, students click a link in the Canvas course to launch their MyLab & Mastering course materials. After linking their accounts, students are never prompted to sign in to MyLab & Mastering again from within Canvas.

Additionally, students may be directed HERE for getting started and support questions.

As an instructor, click HERE to access PPTs, handouts, and videos to assist with the first day of class.



Important!

Students do not need a MyLab Course ID during registration. If they are asked for one, they are not registering correctly. Make sure they first log in to Canvas and then access the Pearson course, as described in the following procedure.

Do not hide the MyLab and Mastering navigation button from students. It gives them access to all Pearson student support tools including Help and Diagnostics.

If you plan to sync grades from the MyLab gradebook into the Canvas Grade Center, make sure that all students complete the registration process that links their Canvas and Pearson accounts.

How do students move from Temporary Access to full access?

Some of your students may have opted for 14-days of temporary access during the registration process while they wait for financial aid. Here are instructions

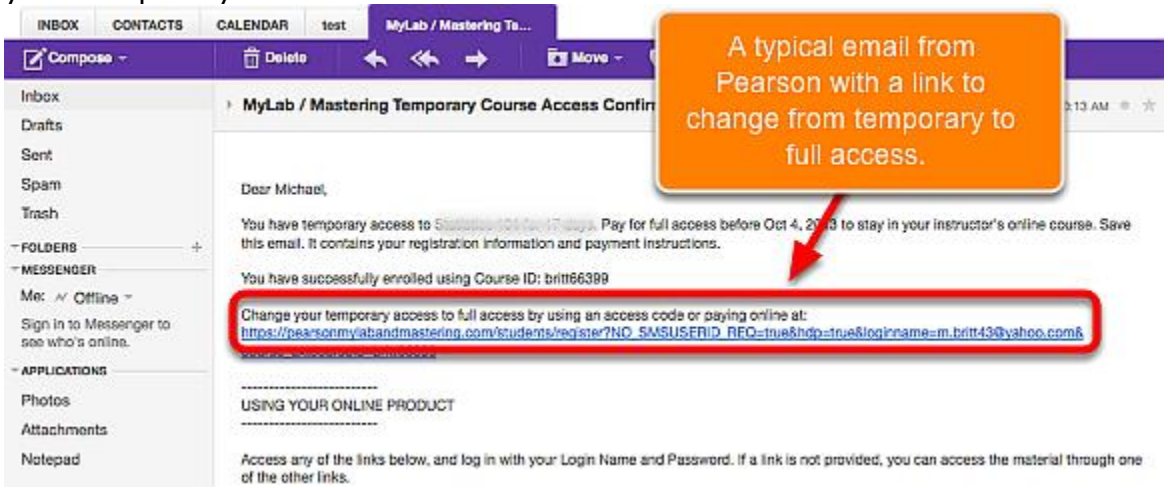
for how they can purchase access or redeem an access code one they are ready to upgrade to full access or when their temporary access expires.

There are three methods students can use to change their temporary to full access. Please select the appropriate situation below to see the steps students will follow to gain full access: (Sharable link for students found HERE)

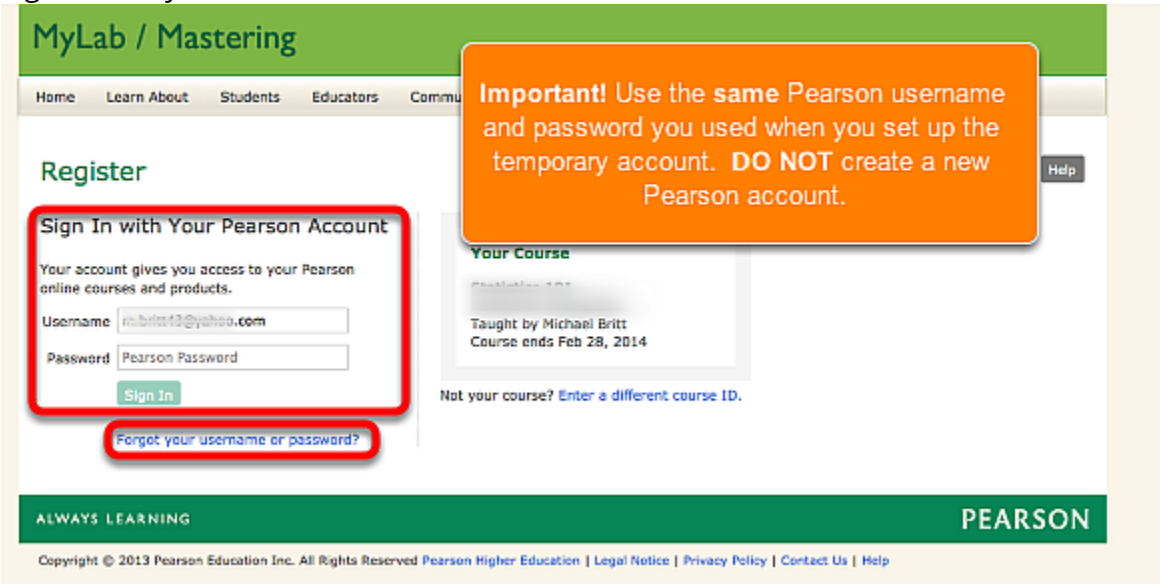
- Your Access Has Not Yet Expired - Click the Link in the Pearson Email
- Your Access Has Not Yet Expired - Go into Your Course and to the Courses Section of Your MyLab
- Your Access Has Expired - Go into Your Course and Click the Link to Your MyLab

Your Access Has Not Yet Expired - Click the Link in the Pearson Email

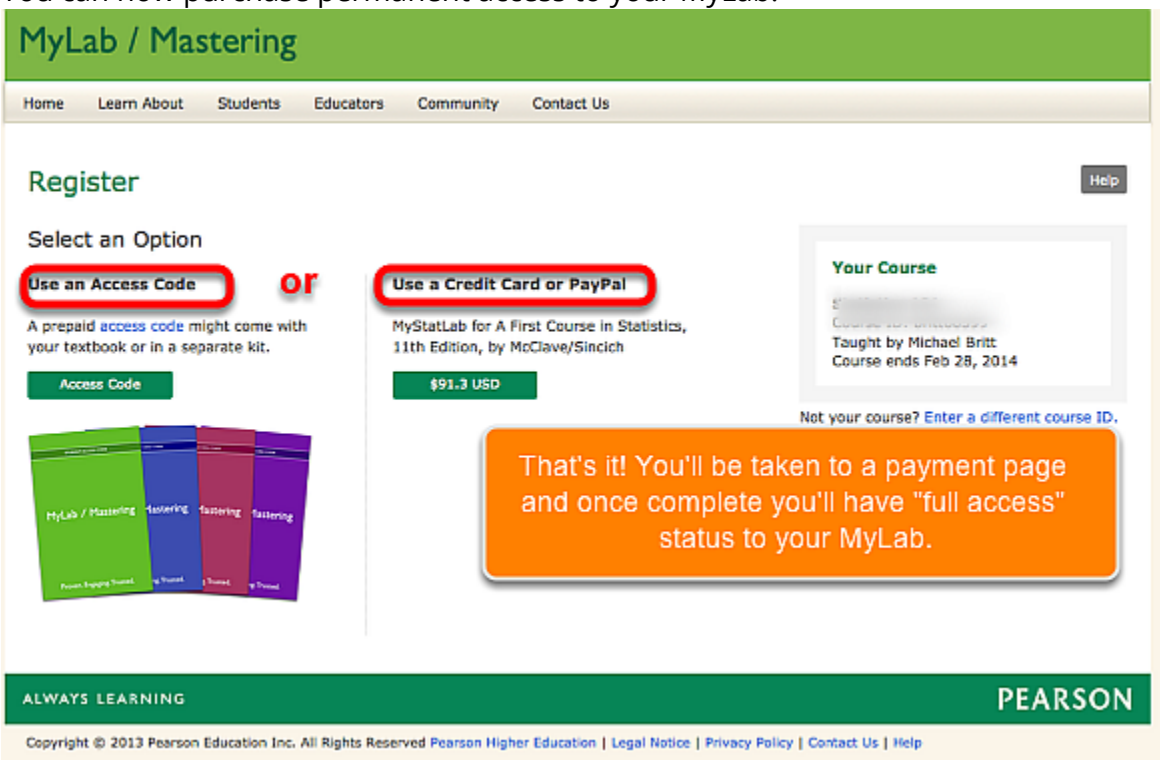
1. Before your access expires, click on the link in the email you received confirming your temporary access.



2. Sign in with your Pearson account.



3. You can now purchase permanent access to your MyLab.

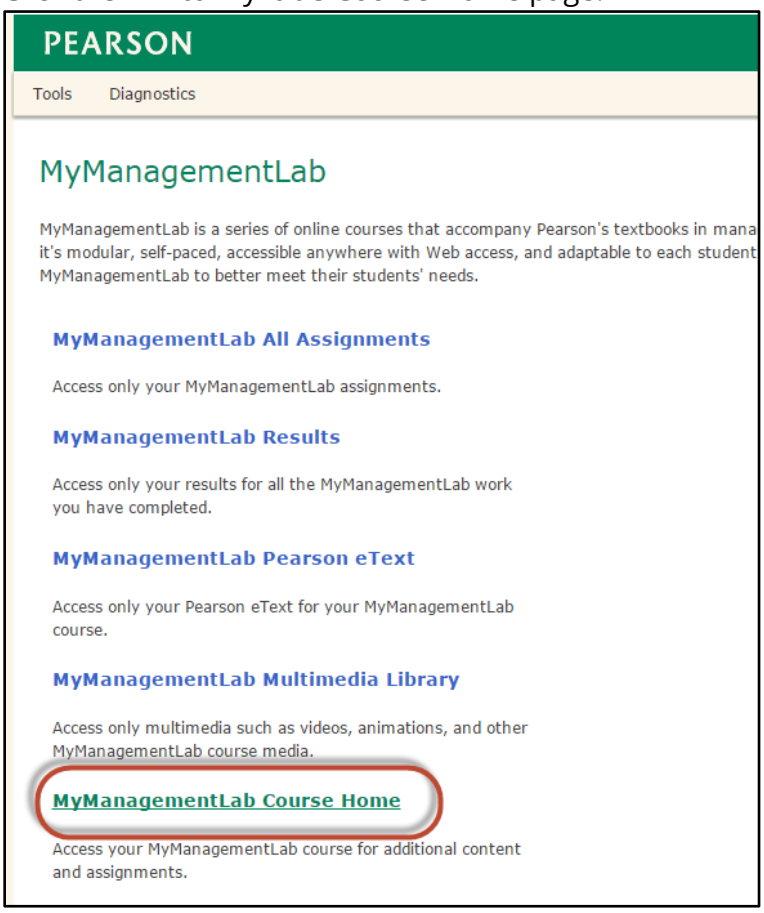


Your Access Has Not Yet Expired - Go into Your Course and to the Courses Section of Your MyLab

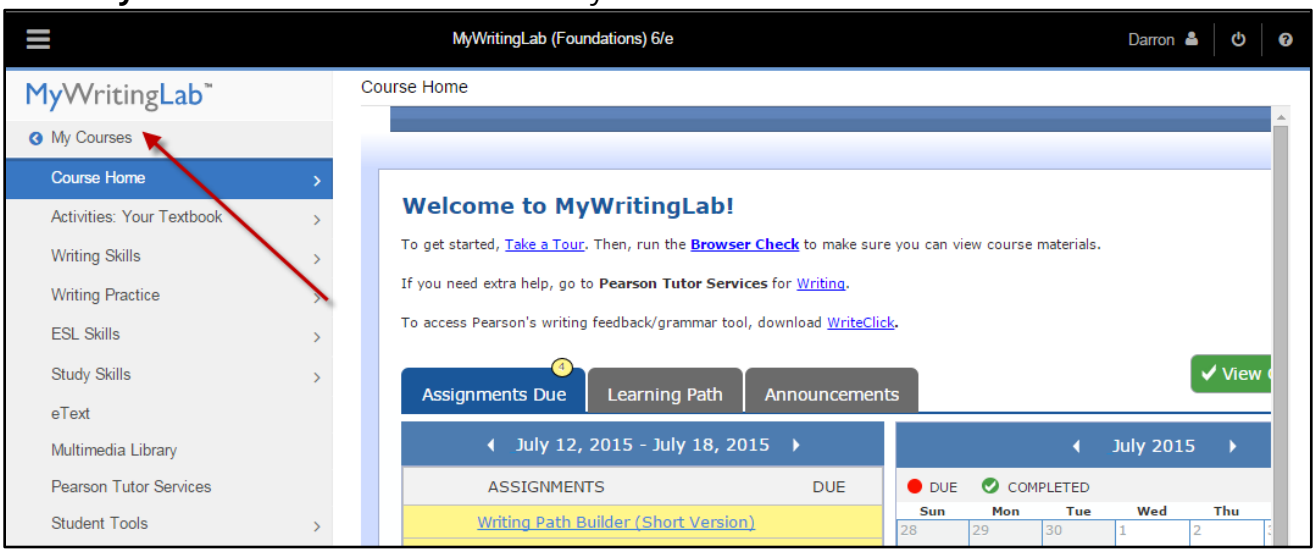
1. Before your access expires, enter your Canvas course.

2. Click on **MyLab & Mastering** menu item.

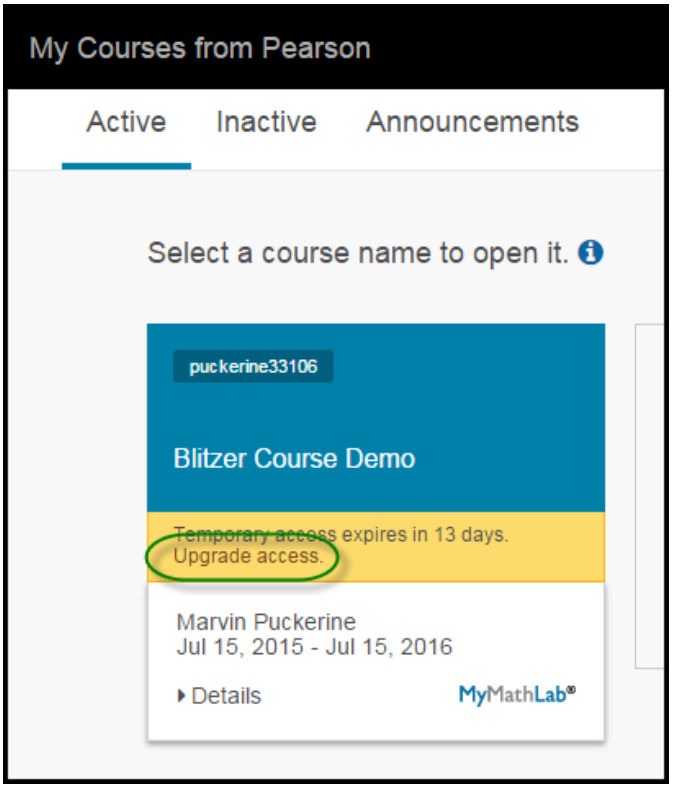
3. Click the link to MyLab's Course Home page.



4. Select **My Courses** from the main menu in your course.



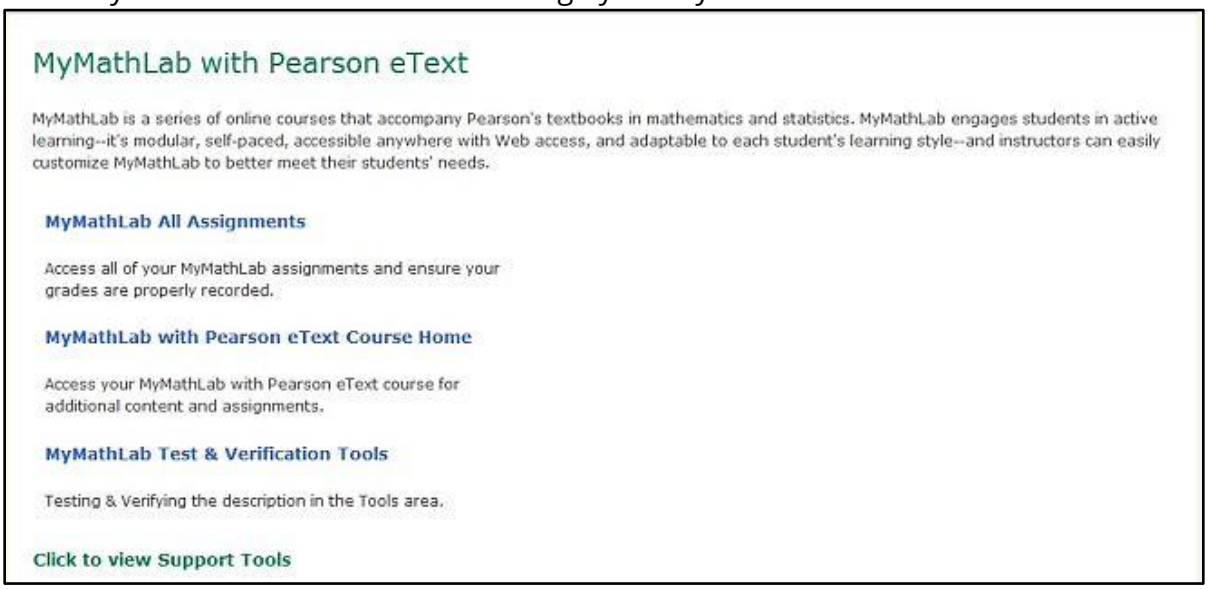
5. Select **Upgrade access** in the temporary access alert message for the course.



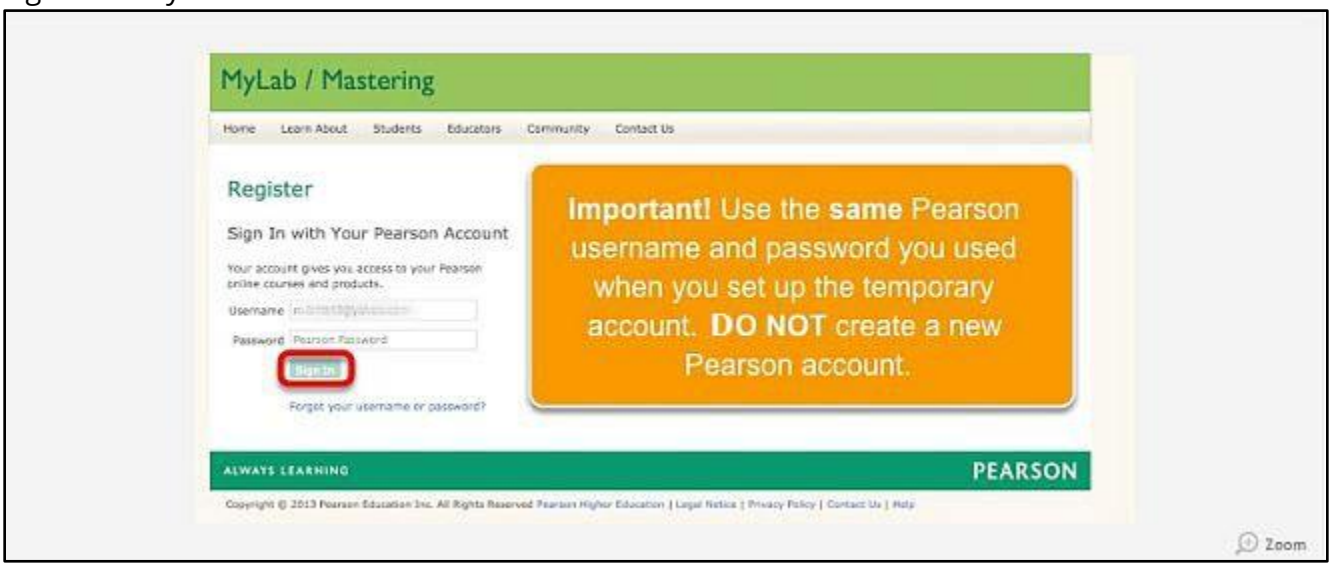
6. Purchase permanent access to your MyLab course.

Your Access Has Expired - Go into Your Course and Click the Link to Your MyLab

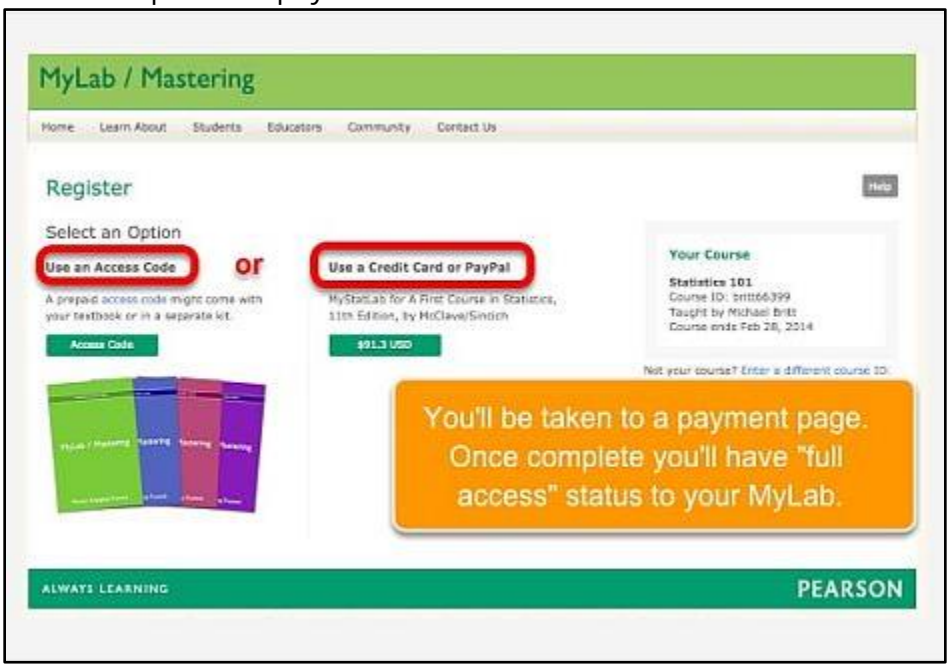
1. Go into your Canvas course then click to go your MyLab.



2. Sign in with your Pearson account.



3. Select an option for payment.



How do Teaching Assistants register for a MyLab course?

If you have a teaching assistant helping you teach your integrated MyLab course he or she will enroll as a student in the course, and then you will promote their access to Teaching Assistant through the MyLab course roster.

Your TA will need these three things:

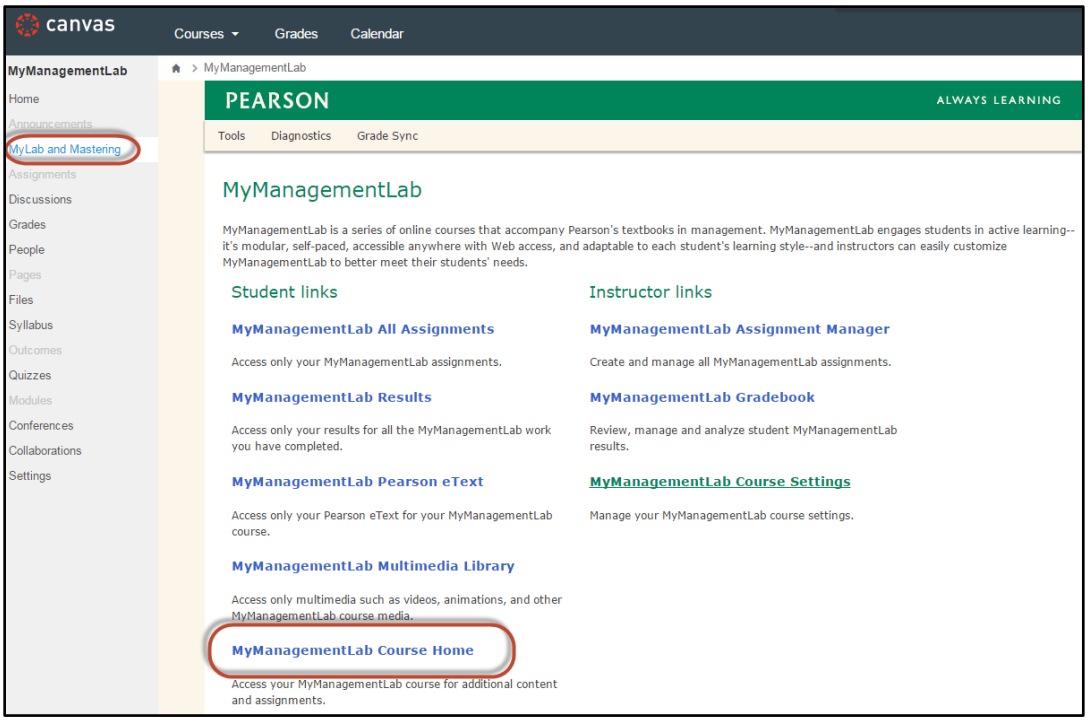
- A Canvas account
- The Canvas course already paired with your Pearson MyLab course
- A complimentary Pearson student access code from you that you obtain from your Pearson representative.

Click here for step-by-step instructions you can provide your TA when you give out the student access code required to register.

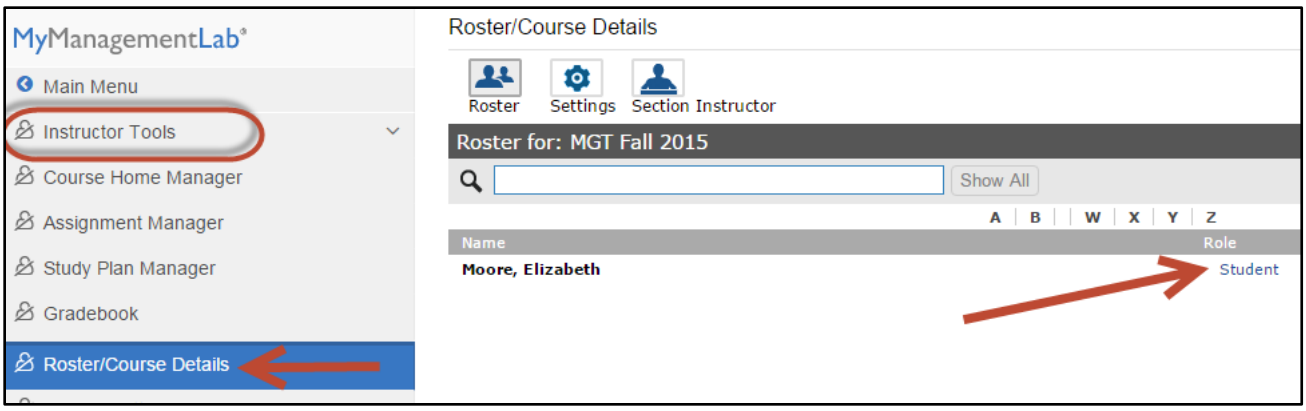
Once the TA has registered and enrolled in the MyLab course through Canvas, you will need to promote to TA privileges through the MyLab roster.

Step-by-Step Instructions

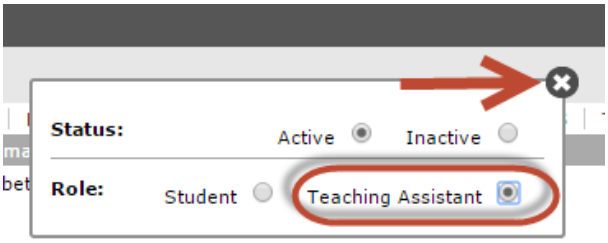
1. From your Canvas navigation menu click **MyLab & Mastering**, then choose the **Course Home** link from your list of MyLab links.



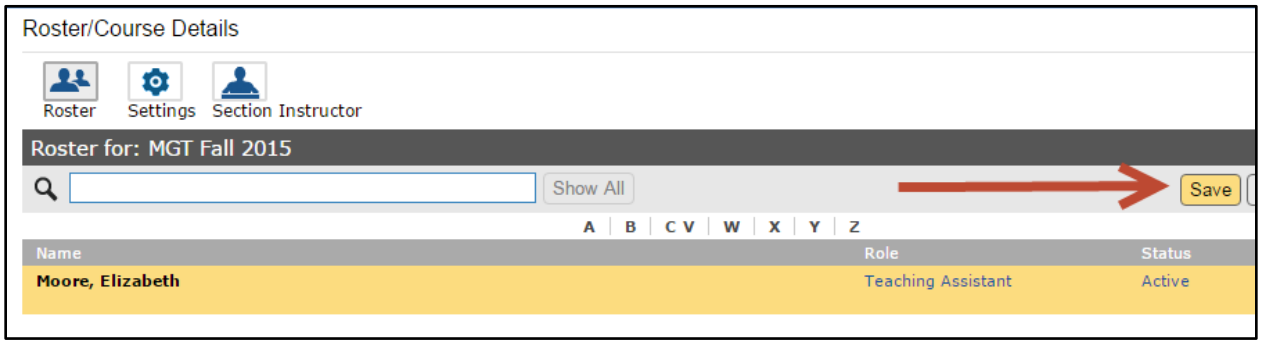
2. In your MyLab course, navigate to the **Instructor Tools**, and click **Roster/Course Details**. Next to the Teaching Assistant's name, click **Student** in the Role column



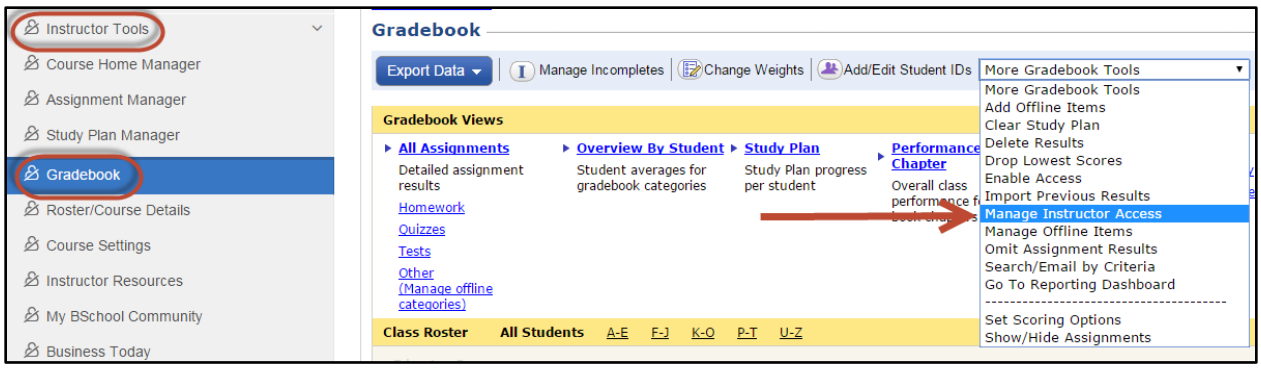
3. In the new window change the Student's role to Teaching Assistant, then click "x" to close the window.



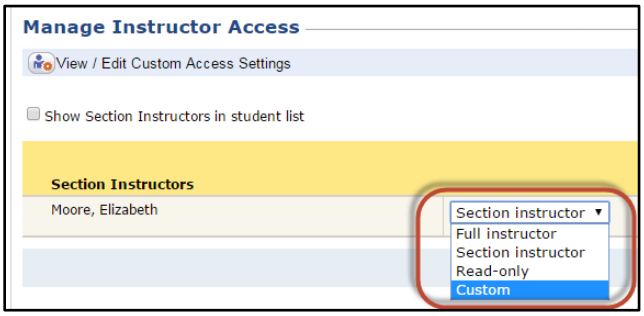
4. Click **Save** to save the student's new role as TA.



5. Your TA will now have whatever MyLab privileges you set through the MyLab course. To set privileges, go to **Gradebook** from **Instructor Tools**. Select **Manage Instructor Access** from **More Gradebook Tools**.



6. Use the drop-down list of privilege options to determine the level of access your TA will have in your MyLab course.



Module 7: Troubleshooting

This module was developed by consulting with the Pearson Support team and identifying frequently asked questions.

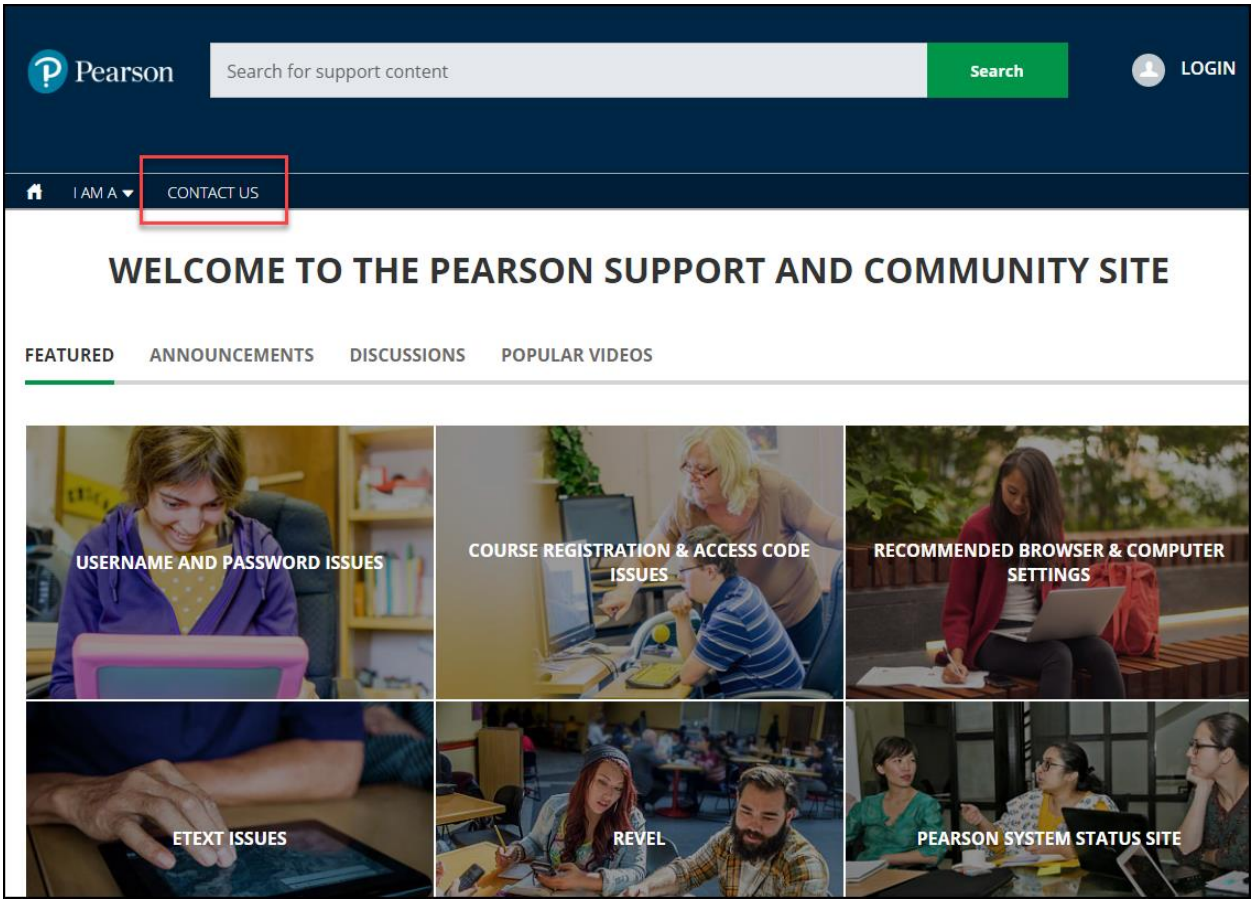
View Common Troubleshooting Issues

See MyLab & Mastering Help for Canvas for a list of common issues and advice on troubleshooting them.

Contact 24/7 Pearson Support

If you need assistance with linking or working in a Pearson MyLab course and cannot find the information you need in the Help, contact Pearson Support by phone or chat, 24/7.

Please disable pop-ups in your browser to Chat with a Pearson Support agent.



Delete the Course Association

You may decide to delete the pairing between a Canvas and MyLab course. Typically, this occurs when students have access codes for one course, but you paired a different course. For example, the students might have access codes for a fifth edition textbook, but the pairing is to a course using the fourth edition text. You might also need to delete the pairing if you accidentally created or copied the wrong MyLab or Modified Mastering course. **Note:** you cannot delete the course association of a paired Coordinator course if it already has member sections tied to it.

When you delete the pairing:

- The MyLab or Modified Mastering course is **permanently deleted**. Any customizations you made to the course are lost.
- The MyLab or Modified Mastering course's paired components are removed from the Pearson Tools page. However, you must remove any links that you added to the course content.
- If any students are enrolled in the paired MyLab or Modified Mastering course, when you unpair the course **all their work and grades in that course are lost.**
- When you pair the Canvas course with a different MyLab or Modified Mastering course, the grade items from the original course remain but are not updated in future syncs. These grade items are included in the list of items to sync, which may result in duplicate items.

After you unpair the courses, you can pair the Canvas course to another MyLab course. Your students must enter the Canvas course, click the MyLab & Mastering course link, and enroll in the new MyLab or Modified Mastering course.

- If you pair the same MyLab or Modified Mastering course materials, students who already redeemed their access codes or paid with a credit card automatically gain access, although they may be asked to sign in first. **Students must use the same Pearson username and password** that they used to sign in to the first course.
- If you pair a different MyLab or Modified Mastering course materials, the enrollment process prompts students for additional payment. To ensure that they don't have to pay for the re-enrollment, contact your Pearson sales representative and request replacement access codes that match the course materials for these students.

Step-by-Step

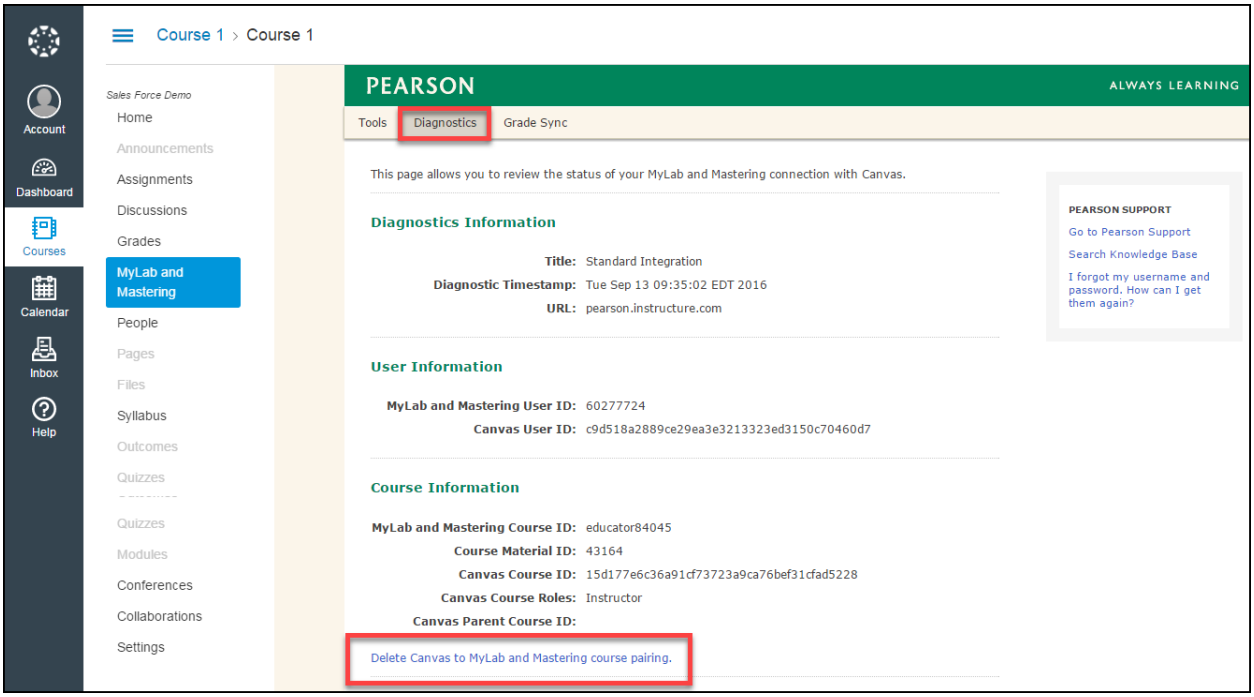
1. Export any grade items that you need from the original MyLab or Modified Mastering course you are unpairing from the Canvas course.

Note: These grades cannot be imported into your new MyLab or Modified Mastering course. Instead, you must manually change the grades in the new course.

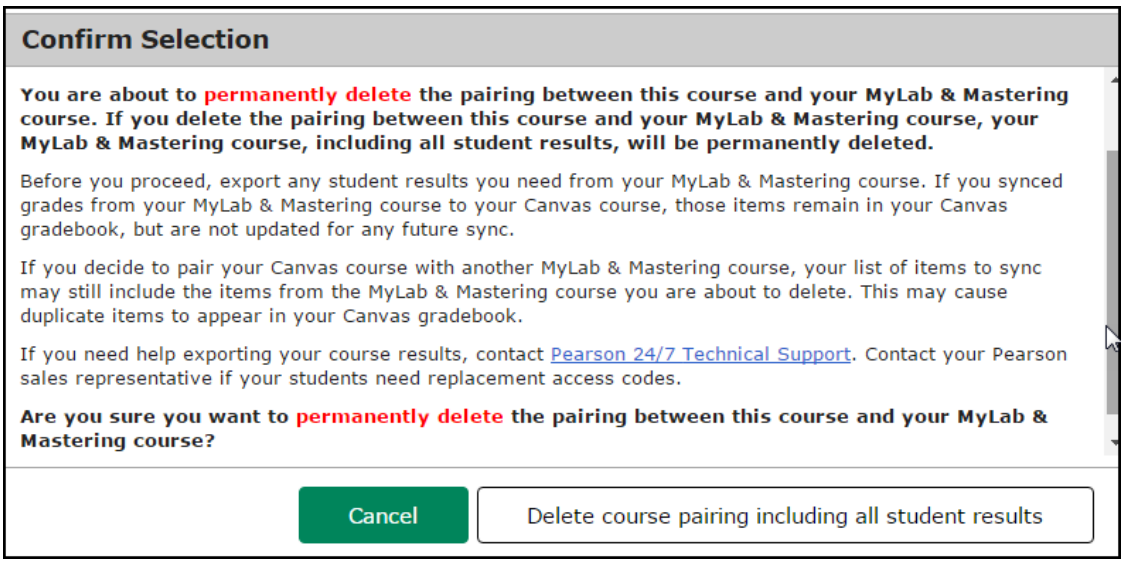
2. If applicable, advise students that you are unpairing and deleting the MyLab or Modified Mastering course.

3. Enter the Canvas course.

4. Select **Diagnostics** from the **MyLab and Mastering** page.



5. Read the warning regarding resetting the course association.



6. Select “Delete course pairing including all student results.” Note: student results in the MyLab course will be deleted because the MyLab course will be deleted, but if you synced any MyLab scores to Canvas Grades, those grade columns will not be deleted automatically.

7. A Success message appears indicating that the course pairing has been reset.

See the Canvas Help for information on removing the MyLab & Mastering modules from the Canvas content and, if applicable, removing grades.

To create another link to the same product using the same or different MyLab or Modified Mastering course materials, follow the procedures in initial course setup.

Unlink Your Canvas account from Your Pearson Account

Unlinking your accounts requires contacting Pearson Support, so should be done only when absolutely necessary.

Notes on Unlinking Accounts:

- You will no longer be able to access your MyLab courses from Canvas.
- ALL of your linked MyLab courses are impacted. You'll be prompted to link accounts from each course.
- If your students unlink accounts, grades will no longer sync.
- If your students unlink accounts, it impacts all of their courses. So if students are enrolled in other instructors’ linked courses, their grades won't sync for the other courses either.