DO NOT DISCARD

Teacher Manual

ADOPTION REGISTRATION GUIDE FOR TEACHERS & STUDENTS

For Online Access to:

- Mastering
- MyLab
- Instructor Resource Center

This manual supports only those programs listed online at **PearsonSchool.com/AdvancedCoveredTitles**

Dear Educator,

Welcome to Pearson MyLab and Mastering.
Pearson MyLab and Mastering are unique online products that provide the right blend of engaging and dynamic content, along with highly personalized instruction and flexible solutions to help teachers meet the needs of every student.

This manual is designed with step-by-step registration instructions to guide you and your students through the registration process. If you wish to print out the registration instructions to share with your students, an electronic version of this manual is posted on MyTrainingConnection.com.

Before you begin, please note:

- Access and instruction information for MyMathLab® for School and MathXL® for School are NOT included in this manual. Please visit MyTrainingConnection.com for registration information for these products.

- This manual provides step-by-step registration instructions for customers who have adopted a Pearson program that is supported by an online resource for up to 6-years. To confirm your Pearson program is supported by this access and these instructions, please visit **PearsonSchool.com/AdvancedCoveredTitles.** If you do not see your program listed, please contact Customer Service at 1-800-848-9500.

- Refer to the section in this manual that matches the online platform that supports your program (MyLab or Mastering). Read through the instructions before completing registration.

- If at any time you need Registration Support, please contact **K12customerservice@pearson.com.**

- There may be additional teacher resources available to support your Pearson program. These resources may be available for download on the Instructor Resource Center (IRC). Turn to the IRC section included in this manual for more information. Teachers using Mastering can locate instructor supplements in the Instructor Resource section within Mastering

Thank you for your continued use and support of Pearson programs. We hope you enjoy your MyLab and Mastering experience.

This manual provides instruction for Mastering and MyLab access registration only. Additional *how-to-use* instructions can be found at MyTrainingConnection.com.

Registration Support—please contact K12customerservice@pearson.com.

Note: An updated version of this guide may be available at MyTrainingConnection.com.

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Pearson reserves the right to change and/or update technology platforms, including possible edition updates to customers during the term of access. This will allow Pearson to continue to deliver the most up-to-date content and technology to customers. Customers will be notified of any change prior to the beginning of the new school year.

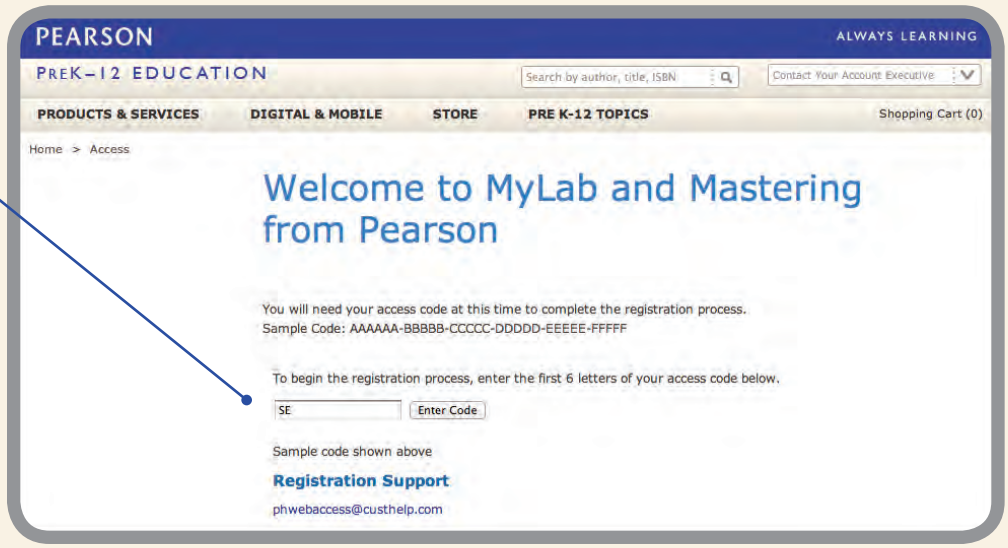
Registering Your Pearson Mastering Teacher Access Code

Step 1:

Enter PearsonSchool.com/Access in your Web browser address bar.

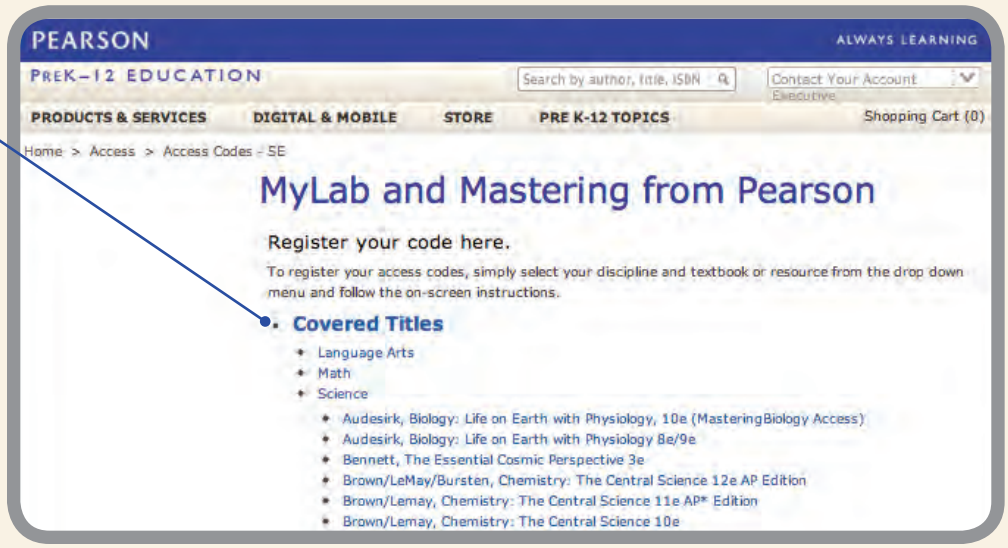
Step 2:

Enter the letters 'SE' in the box and click the Enter Code button.



Step 3:

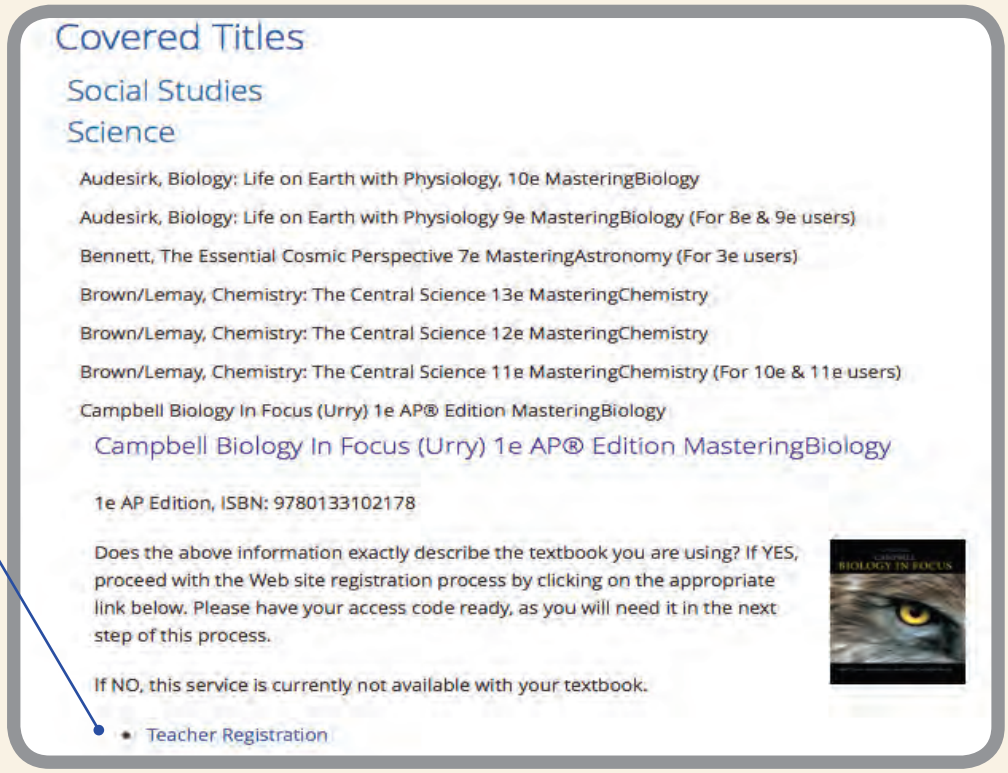
Select Covered Titles, then choose Science and choose your title. See below for exception.



For customers using Mastering Geography for Rubenstein, *The Cultural Landscape* select Covered Titles, then choose Social Studies.All other instructions apply.

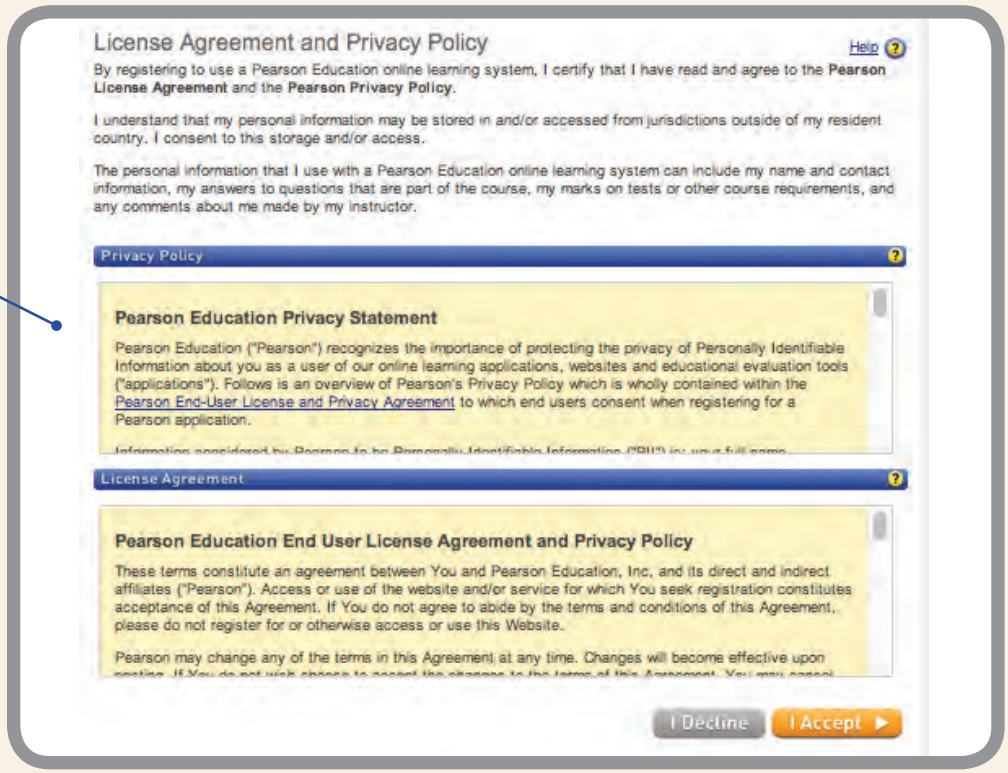
Step 4:

If this information matches your title, select Teacher Registration.



Step 5:

Read and accept Pearson's License Agreement and Privacy Policy.



Step 6:

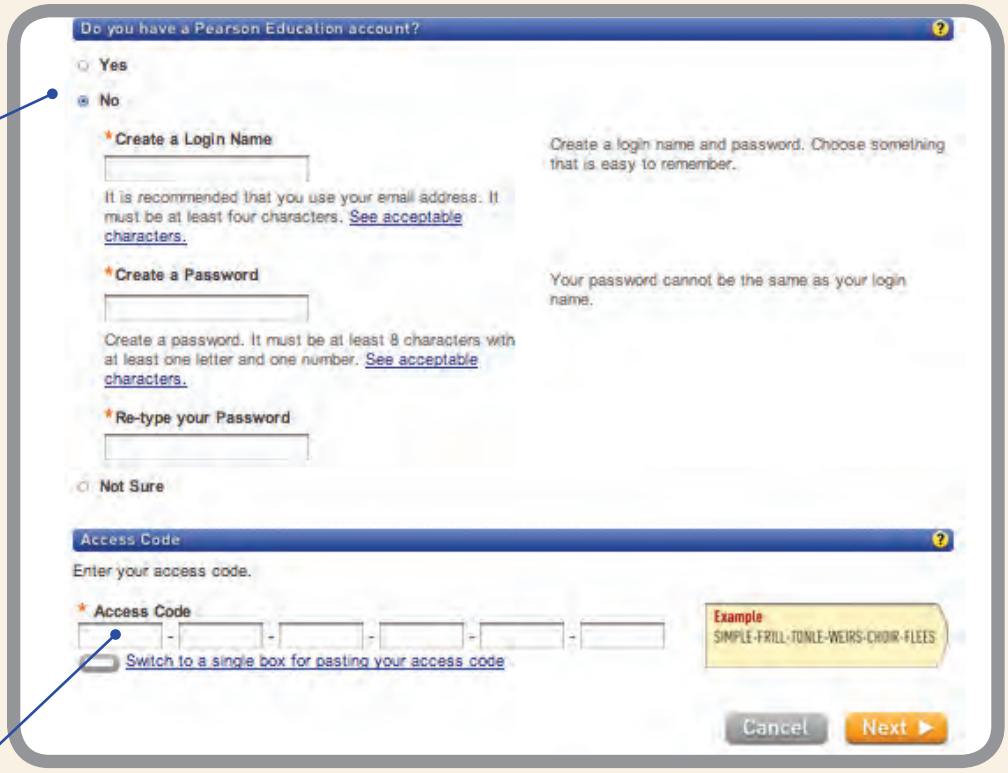
Creating your Pearson account

Do you have a Pearson Education account? Select:

No, *if this is your first Pearson MyLab or Mastering product. You will asked to create your user name and password.*

Yes, *if you are already registered for a Pearson MyLab or Mastering product. You will be asked to enter your existing user name and password.*

Not Sure, *the system will check for you.*



Once you created or entered your Pearson Account, enter your 6-part teacher access code in the boxes provided.
If you have not received an access code card packaged with this manual, visit www.PearsonSchool.com/Access_Request, choose your discipline, select Initial Access (Year 1) and complete the form under Option 3. Access codes will be delivered to you via email.

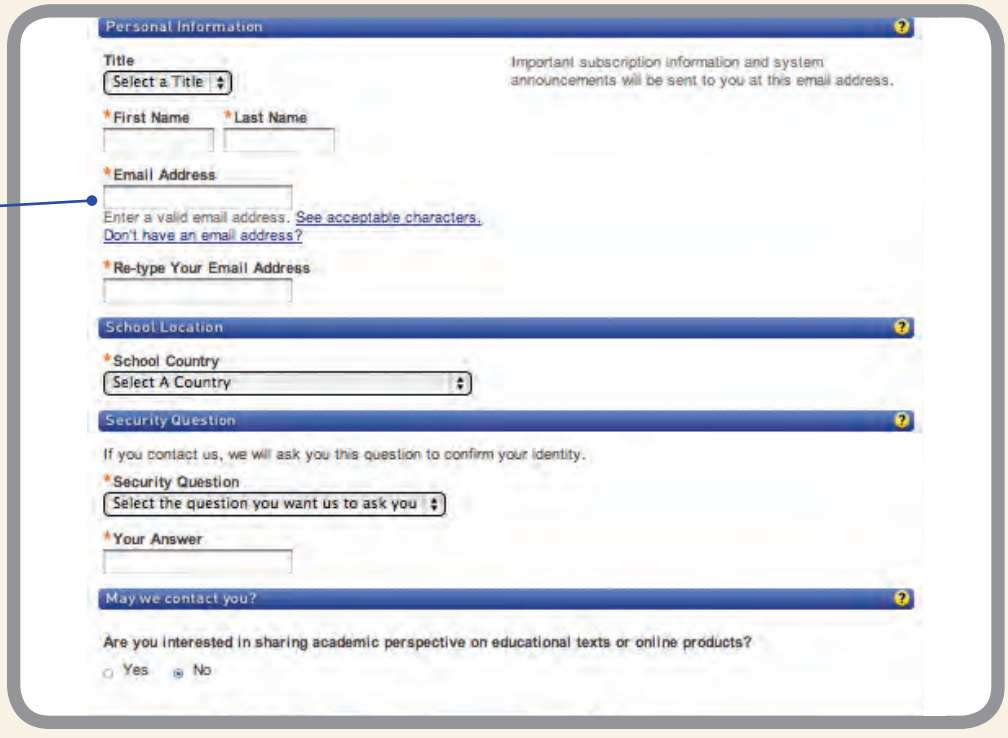
Step 7:

Entering your profile

Personal Information
It is recommended that you use your School Email address.

School Location
After entering your school zip code a list of schools will appear. You will NOT see your school listed here. Select OTHER and manually enter your information.

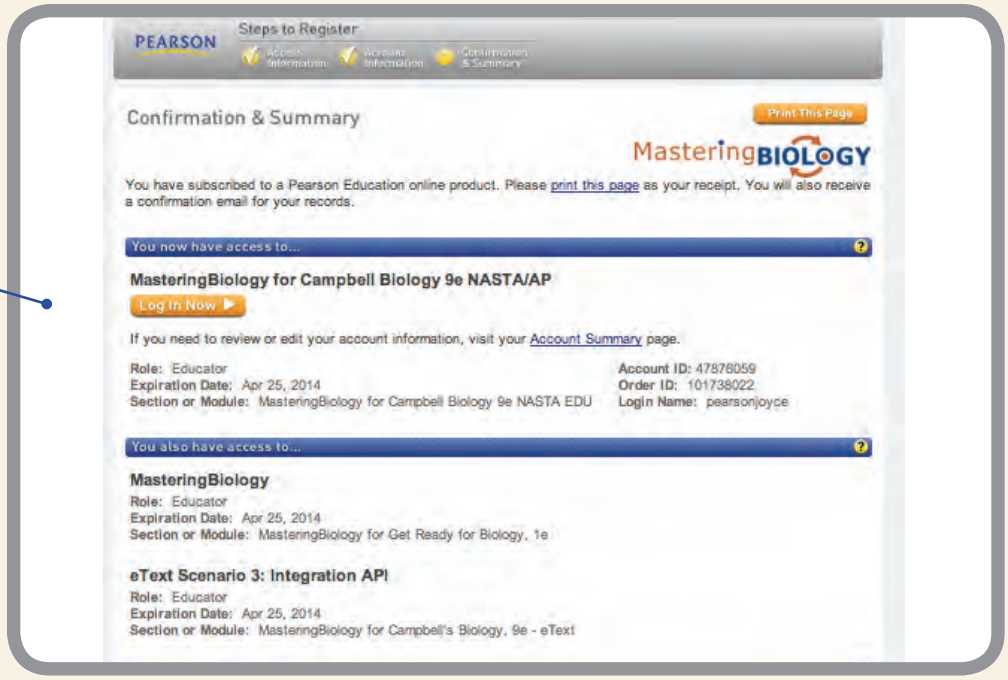
When complete, select NEXT.



Step 8:

On screen confirmation

Congratulations!
You are now registered. Use the Log In Now on screen to enter to your site. You will receive an email of this confirmation as well. NOTE: If you close this window, you can enter your Mastering site at anytime by entering the URL for your subject area. See page 8.



Important

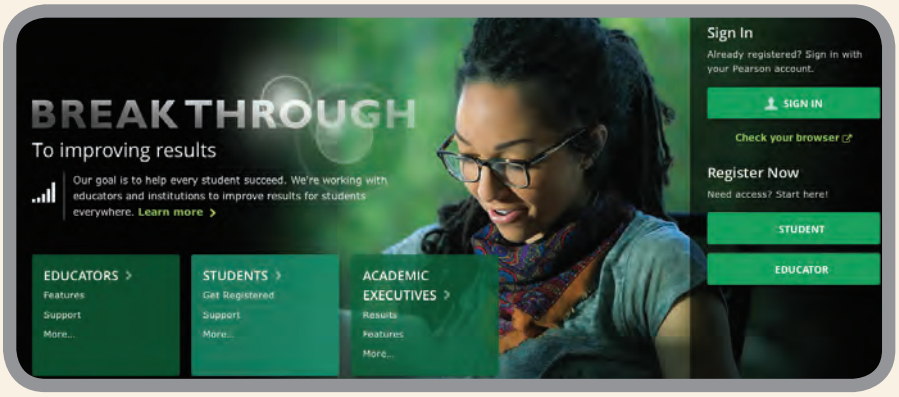
Some confirmation pages will show two options.

Ensure you choose the link for Mastering(name of your program) and not the MyLab/Mastering New Design.

Teachers: Enter Mastering and create your course

To enter your Pearson Mastering resource at any time, use the direct URLs provided below.

Select Sign In, then your personal user name and password.



Do NOT select the link that reads High School Teachers, you are already registered and now work directly in the Mastering platform.

Biology
MasteringBiology.com

Chemistry
MasteringChemistry.com

Environmental Science
MasteringEnvironmentalScience.com

Anatomy & Physiology
MasteringAandP.com

Physics
MasteringPhysics.com

Astronomy
MasteringAstromomy.com

Geology/Oceanography
MasteringGeology.com

Geography
MasteringGeography.com

Creating Your Course

- Enter your Mastering resource as indicated above
- Select sign in and enter the user name and password you created during registration.
- Follow on screen instructions to create your course.
  Note: Ensure you choose the program you selected during registration. If using MasteringBiology for your AP course, ensure you choose the product listing that reads AP Edition/High School during this process.
- Record your course ID. Your students will need this during their registration process.

Congratulations!

You can now use all the resources and features within your Mastering resource for your program.

Registering Your Pearson Mastering Student Access Code

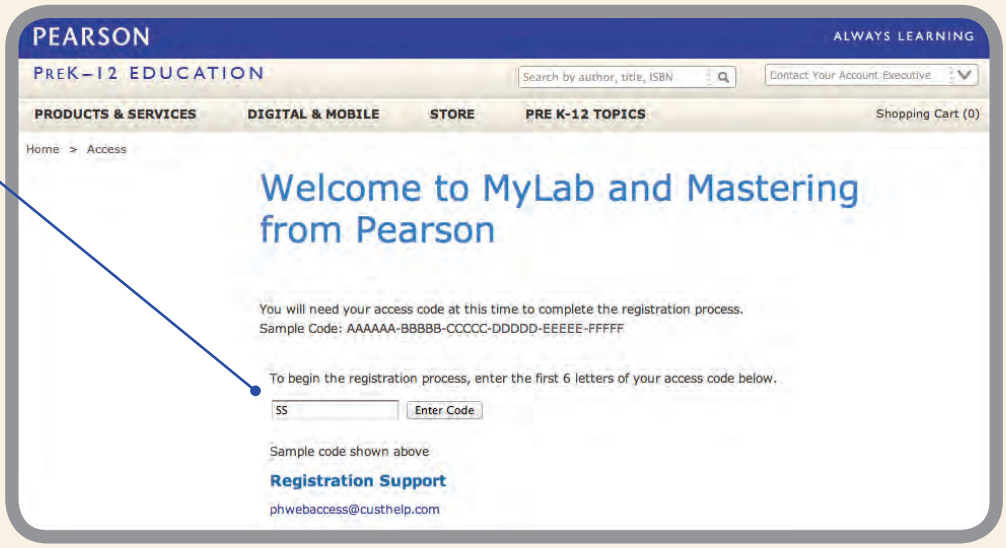
Note: Students need a Pearson access code from the teacher, valid email, and teacher course ID to register.

Step 1:

Enter PearsonSchool.com/Access in your Web browser address bar.

Step 2:

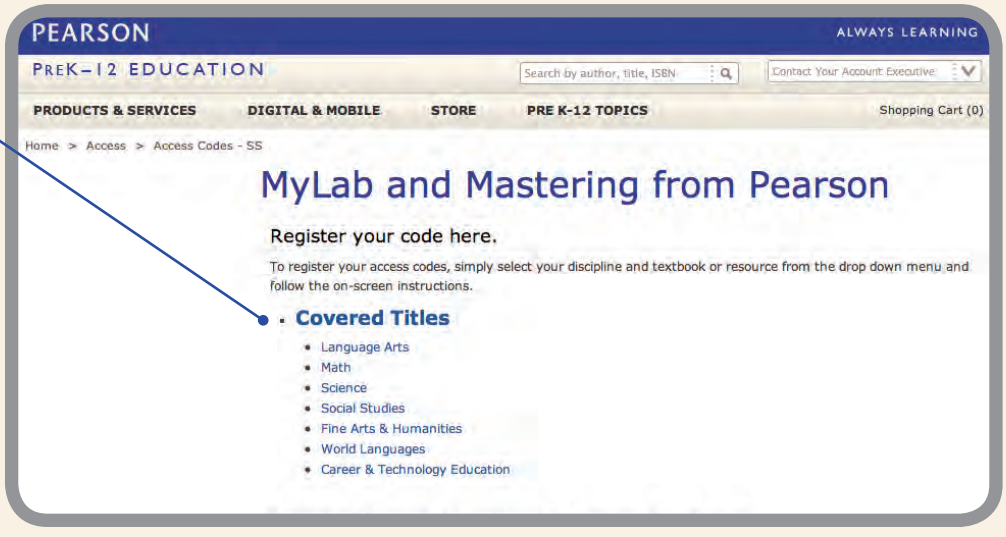
Enter the letters 'SS' in the box and click the Enter Code button.



Step 3:

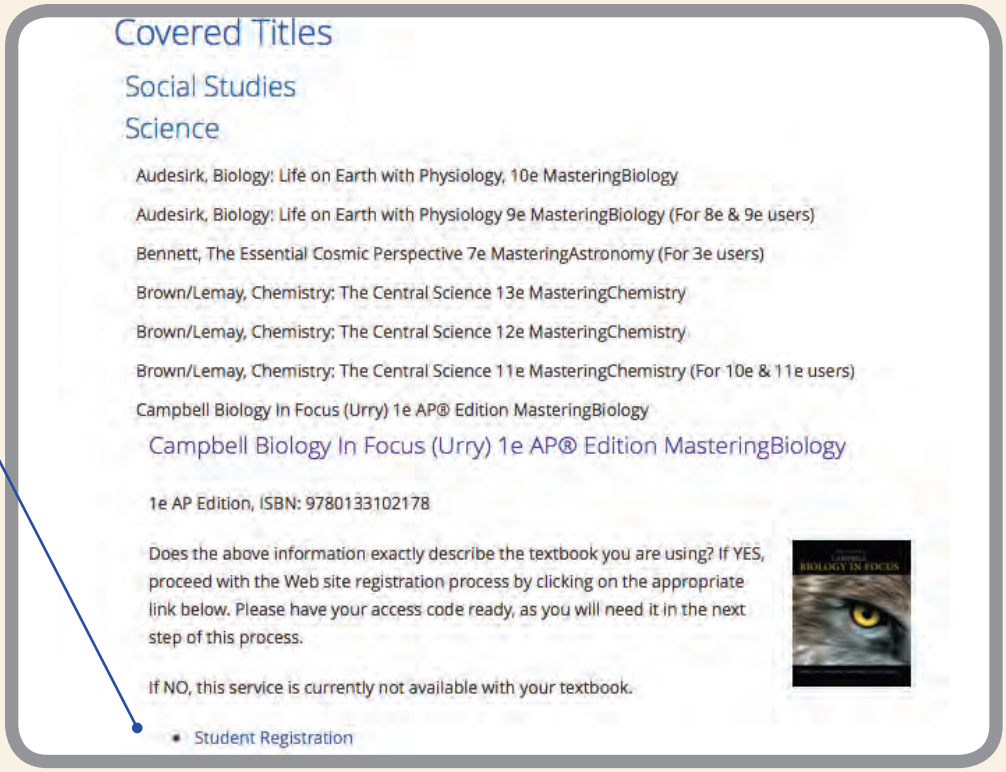
Select Covered Titles, then choose Science and choose your title. See below for exception.

For Customers using MasteringGeography for Rubenstein, *The Cultural Landscape,* select Covered Titles, then choose Social Studies. All other instructions apply.



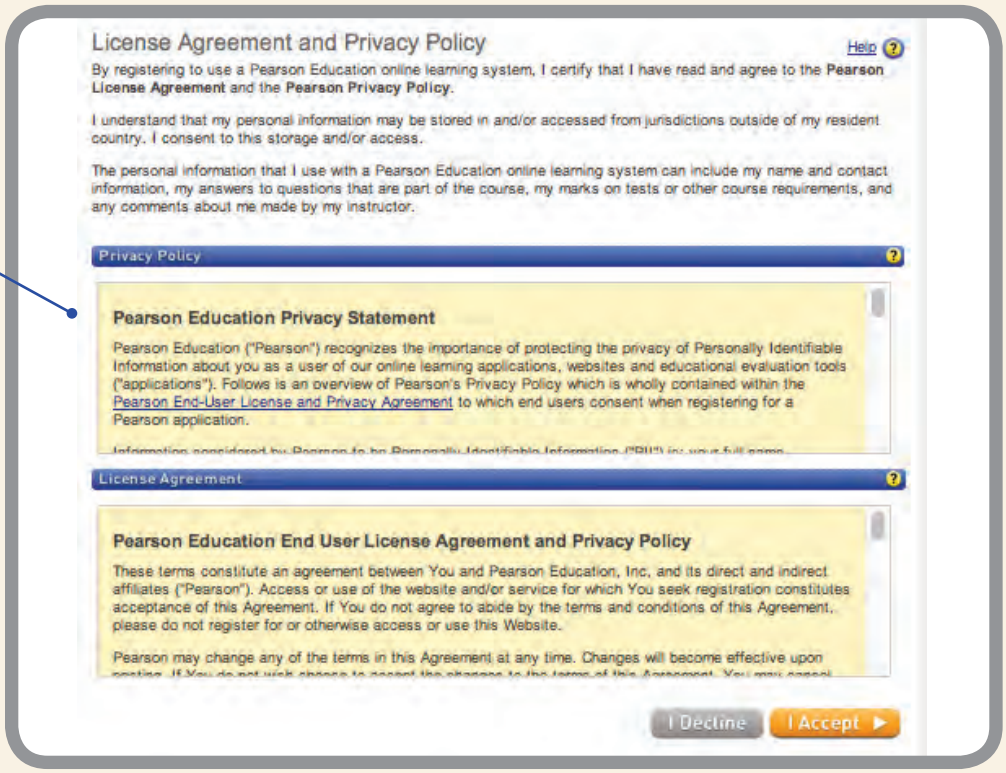
Step 4:

If this information matches your title, select Student Registration.



Step 5:

Read and accept Pearson's License Agreement and Privacy Policy.



Step 6:

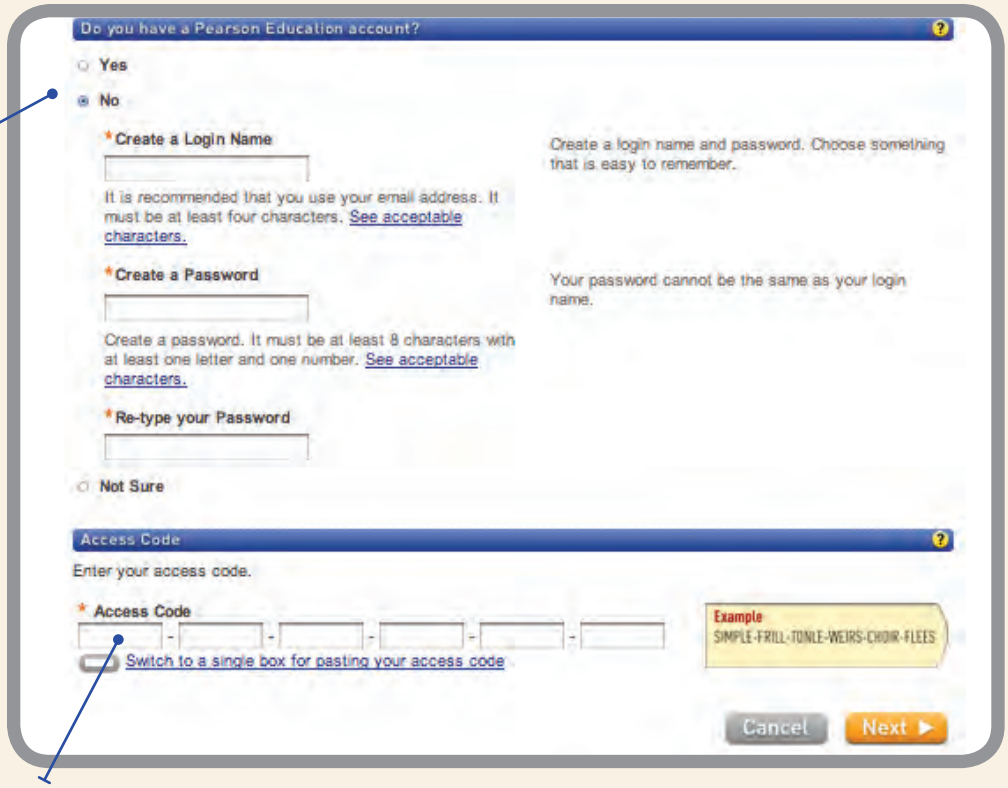
Creating your Pearson account

Do you have a Pearson Education account? Select:

No, *if this is your first Pearson MyLab or Mastering product. You will asked to create your user name and password.*

Yes, *if you are already registered for a Pearson MyLab or Mastering product. You will be asked to enter your existing user name and password.*

Not Sure, *the system will check for you.*



Once you created or entered your Pearson Account, enter the 6-part student access code provided by your teacher.

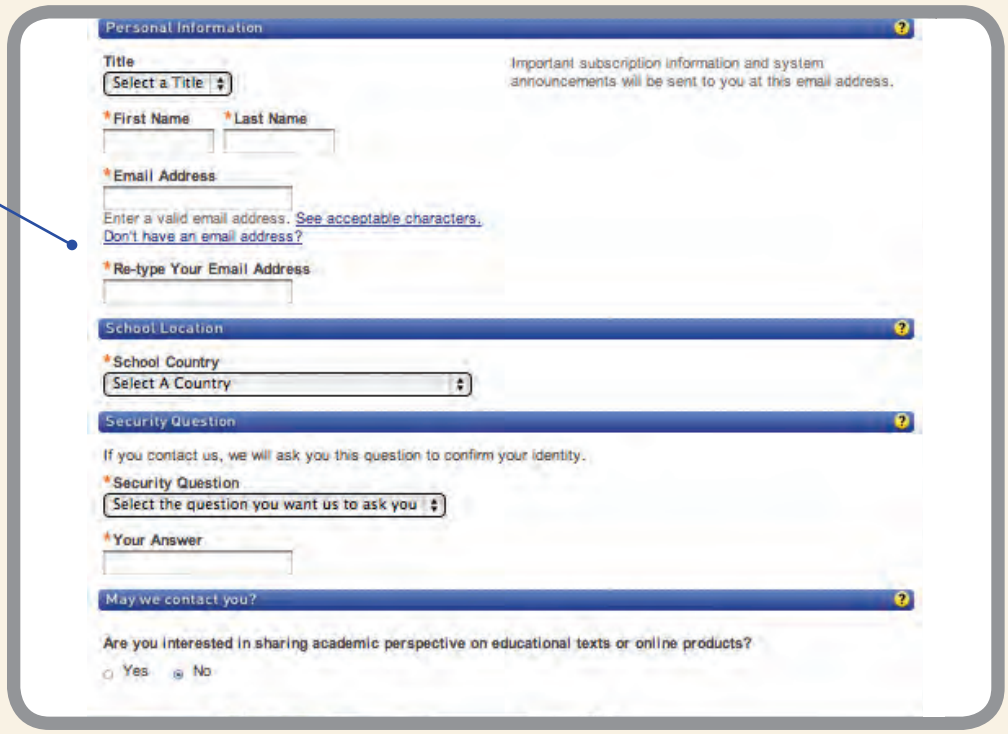
Step 7:

Entering your profile

Personal Information
It is recommended that you use your school email address.

School Location
After entering your school zip code a list of schools will appear. You will NOT see your school listed here. Select OTHER and manually enter your information.

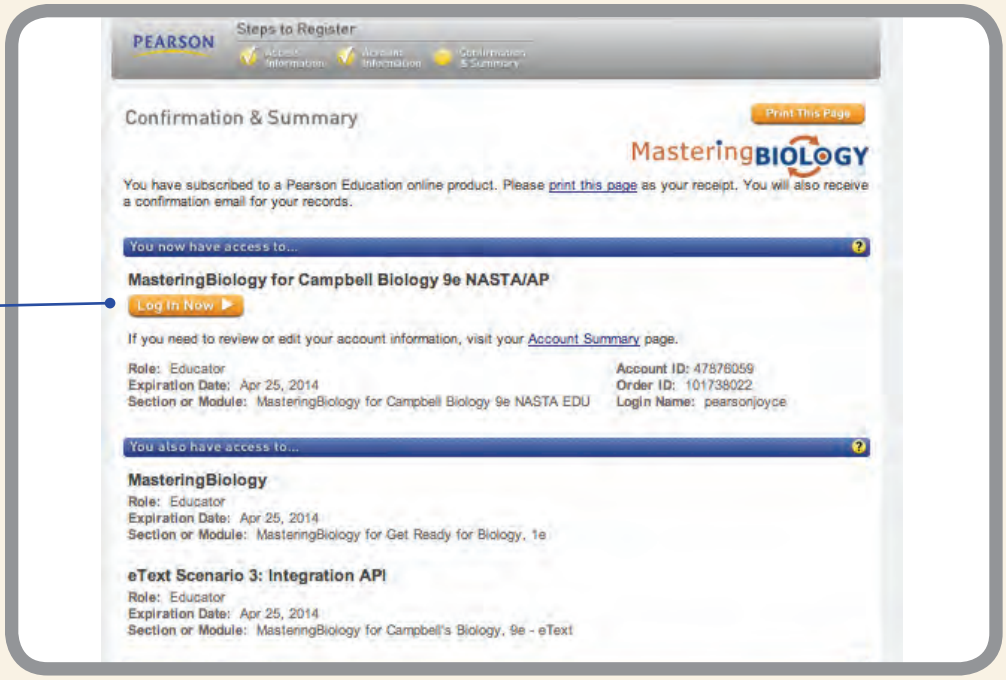
When complete, select NEXT.



Step 8:

On screen confirmation

Congratulations!
You are now registered. You will receive an email of this confirmation as well. Use the Log In Now on screen to enter to your site, then proceed to page 13 – Joining Your Teacher's Mastering Course. NOTE: If you close this window, you can log back in at any time by entering the URL for your subject area. See page 13.



Important

Some confirmation pages will show two options.

Ensure you choose the link for Mastering(name of your program) and not the MyLab/Mastering New Design.

Students: Enter Mastering and Joining Your Teacher's Course

To enter your Pearson Mastering resource at anytime. Use the direct URLs provided below.

Select Sign In, then your personal user name and password.

Biology
MasteringBiology.com

Chemistry
MasteringChemistry.com

Environmental Science
MasteringEnvironmentalScience.com

Anatomy & Physiology
MasteringAandP.com

Physics
MasteringPhysics.com

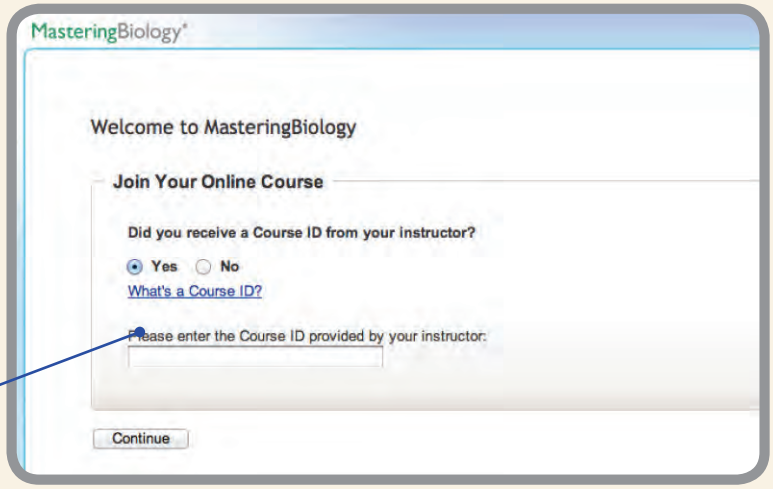
Astronomy
MasteringAstromomy.com

Geology/Oceanography
MasteringGeology.com

Geography
MasteringGeography.com

Joining Your Teacher's Mastering Course

If you've logged in from your confirmation page, enter the Course ID provided by your teacher and select continue. Once at your course home page, visit the Learn More section for additional information. If you've closed your on screen confirmation, follow the instructions to log into your Mastering site first, then proceed below.



Upon entering your Mastering site, you will be prompted to *Join Your Online Course*. Enter the Course ID provided by your teacher. (Example of Course ID: MBPearson12345).

If you select No, you will have access to your program eText and the Mastering Study Area. You will have the opportunity to enter your teacher's Course ID each time you login to your Mastering site.

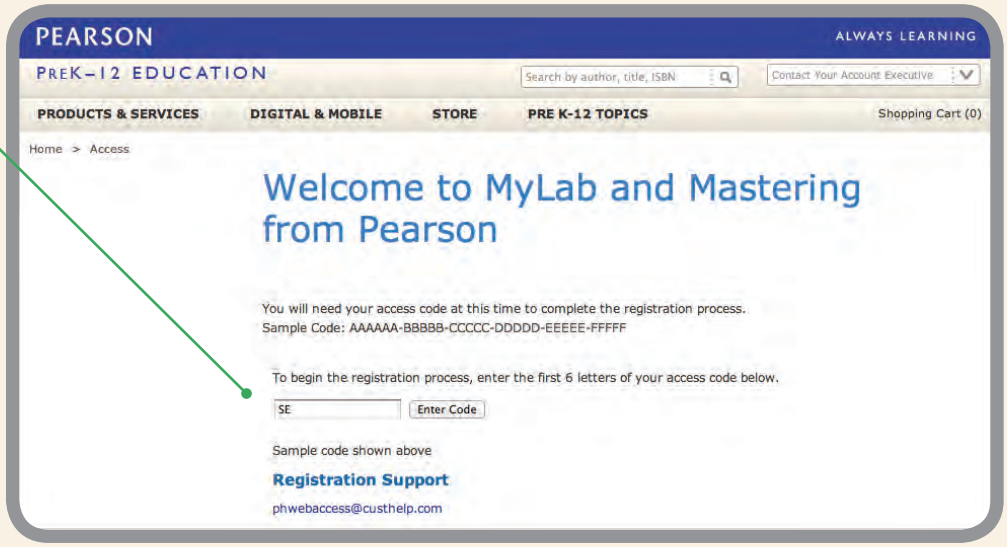
Registering Your Pearson MyLab Teacher Access Code

Step 1:

Enter PearsonSchool.com/Access in your Web browser address bar.

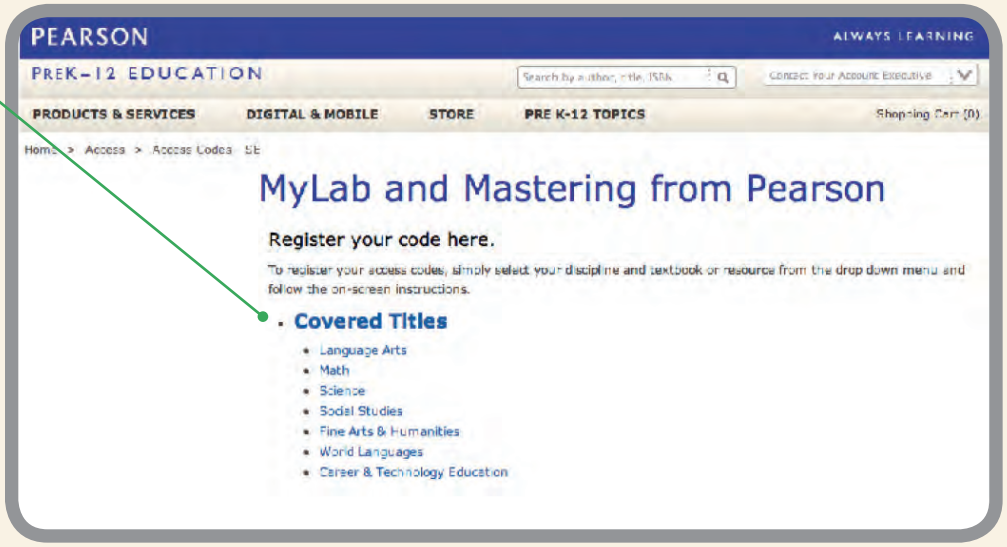
Step 2:

Enter the letters 'SE' in the box and click the Enter Code button.



Step 3:

Select Covered Titles, select a Discipline and choose your title/program.



Step 4:

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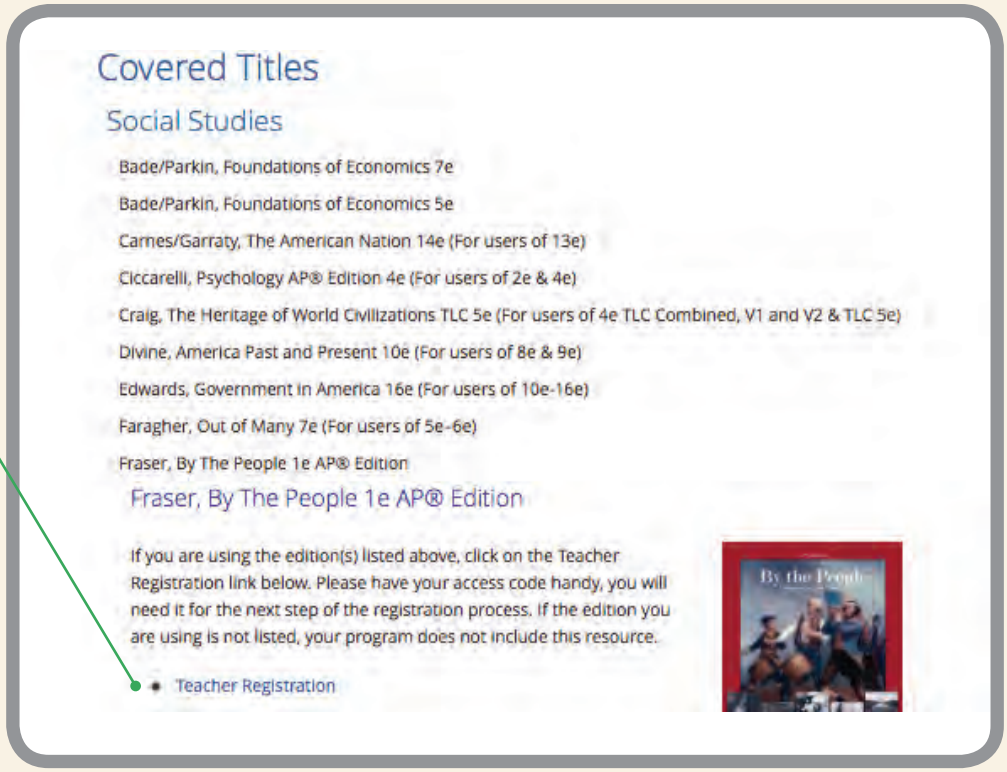

Step 5:

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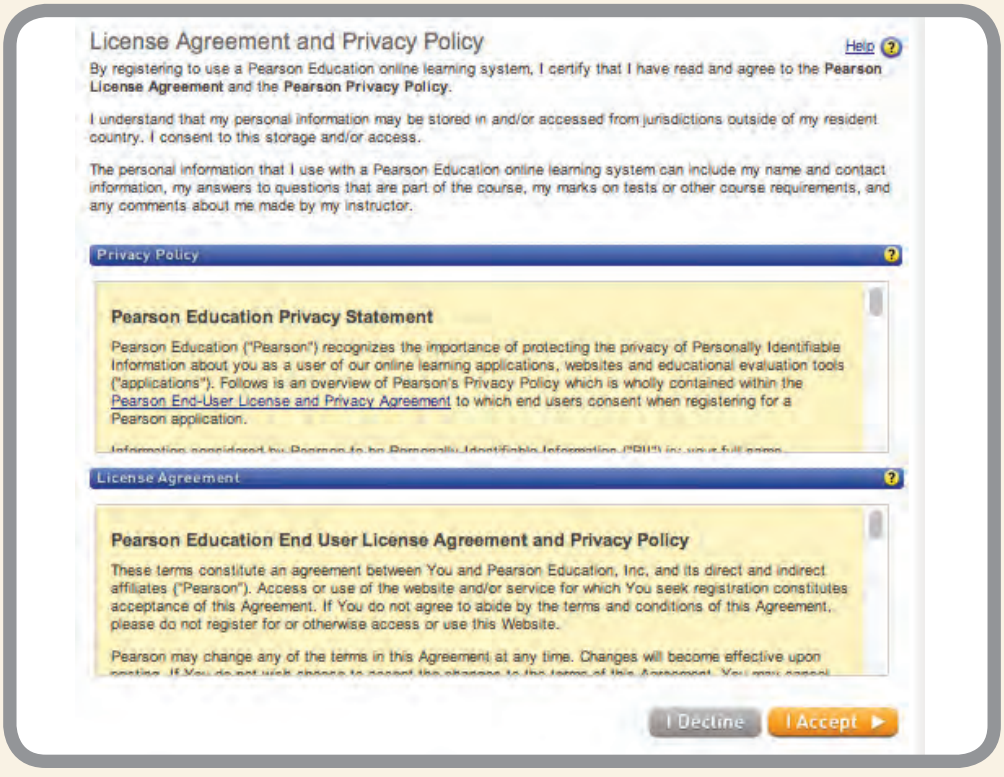

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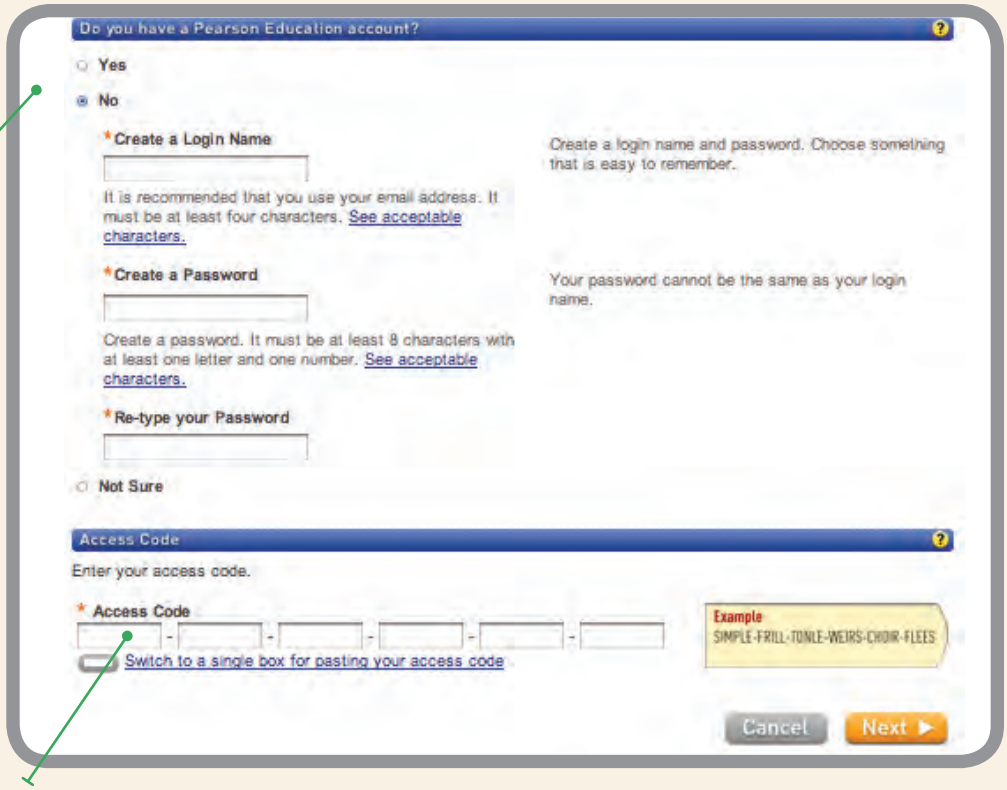

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Step 7:

Entering your profile

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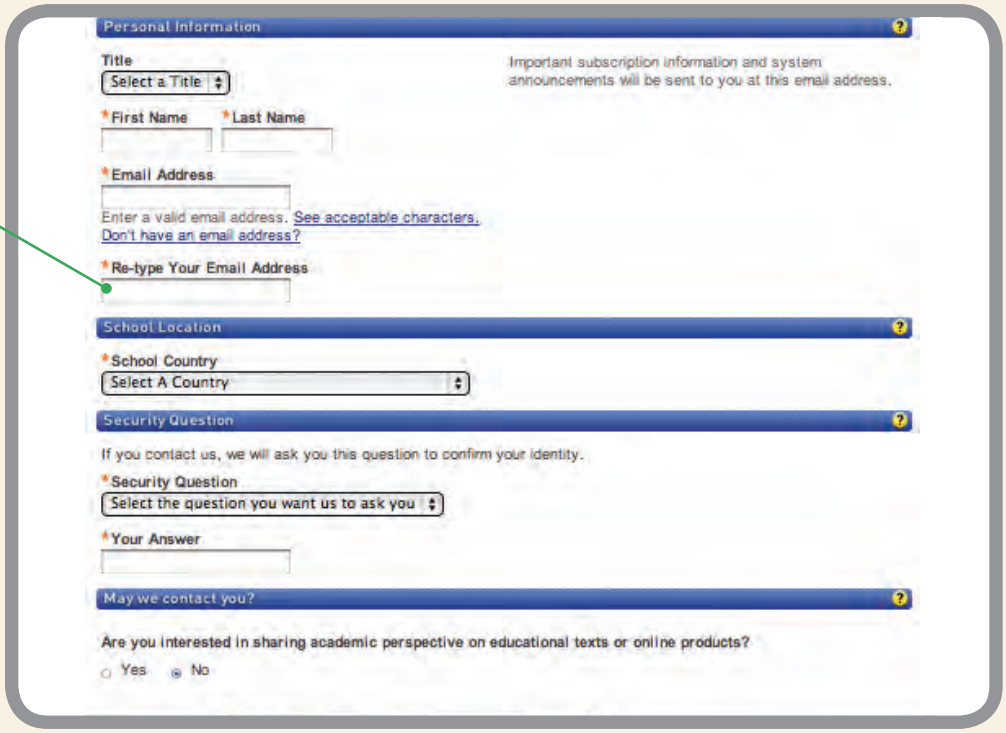
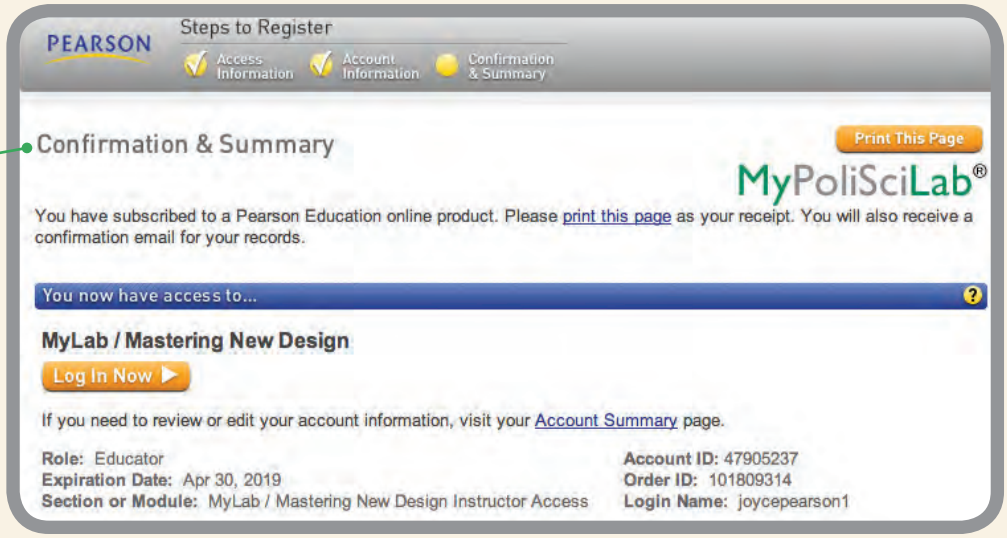


Step 8:

On screen confirmation

Congratulations!
You are now registered. At this point you can select Log In Now or close this page and re-enter at PearsonMyLab.com

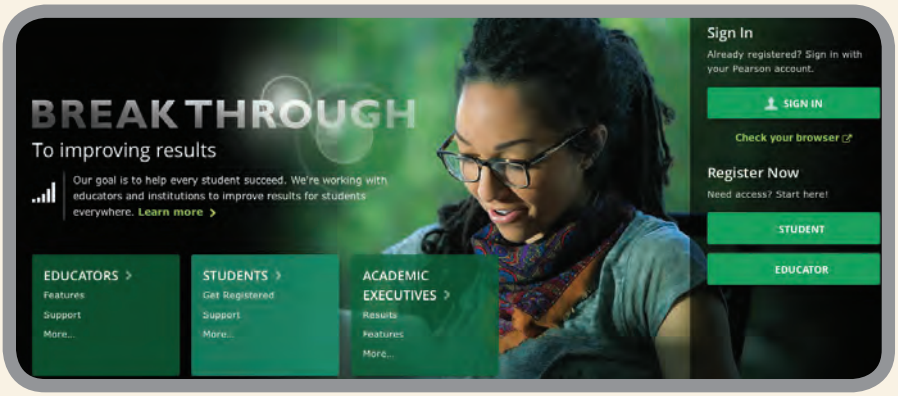
See page 18 for course creation instructions.



Teachers: Enter PearsonMyLab.com and Create Your Course.

To enter your Pearson MyLab at anytime go to *PearsonMyLab.com*.

Select Sign In
You will now enter your personal user name and password you have created.

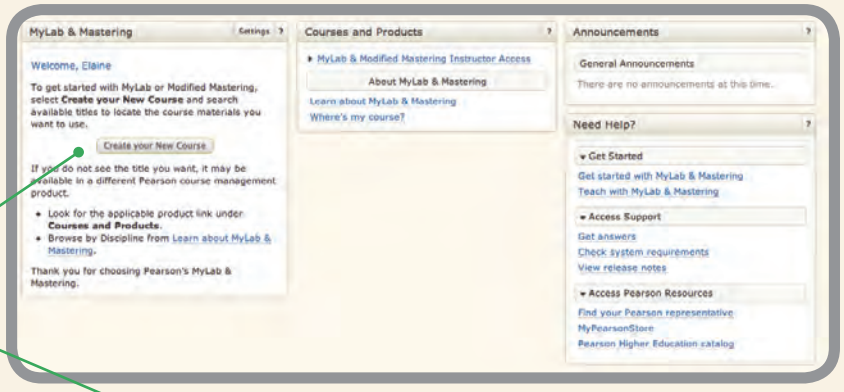


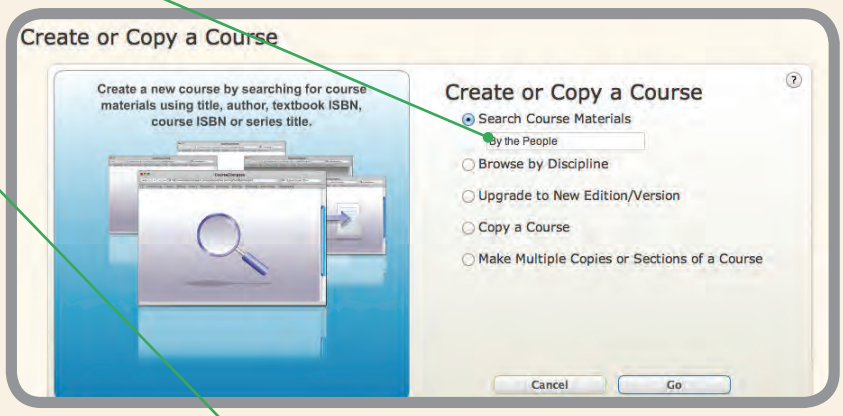
Instructions continued on next page.

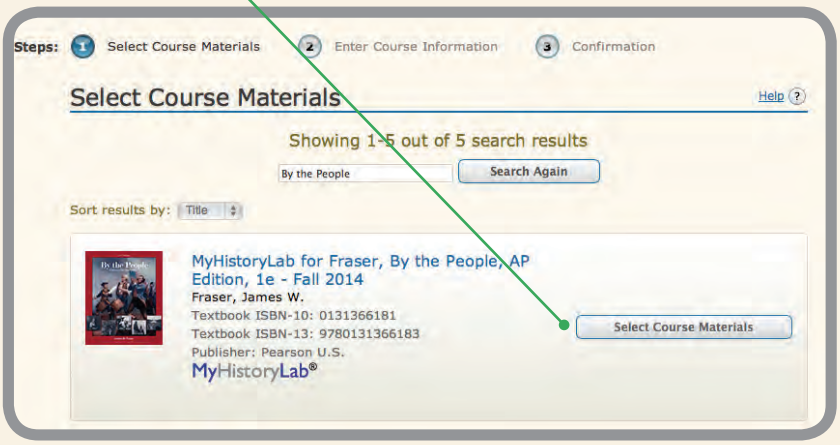
Teachers: Enter PearsonMyLab.com and Create Your Course.

Creating Your Course

- Enter PearsonMyLab.com
- Select sign in and enter the user name and password you created during registration.
- Choose the **Create Your New Course** button
- You will need to search for your program by using one of the options listed. We suggest you enter the title in the Search Box and select Go.
- Results will appear. Choose the **Select Course Material** link and follow on screen instructions to create your course. Once complete you will be assigned a course ID. You will need to record this ID as students will need this during their registration process.
- Your course may take up to 24 hours to become live. You will receive an email when the set-up is complete.







To access your live course:

Go to: **PearsonMyLab.com**

Select **Sign In** and enter your user name and password.

Your live course will now appear under the MyLab header of the home page.

Registering Your Pearson MyLab Student Access Code

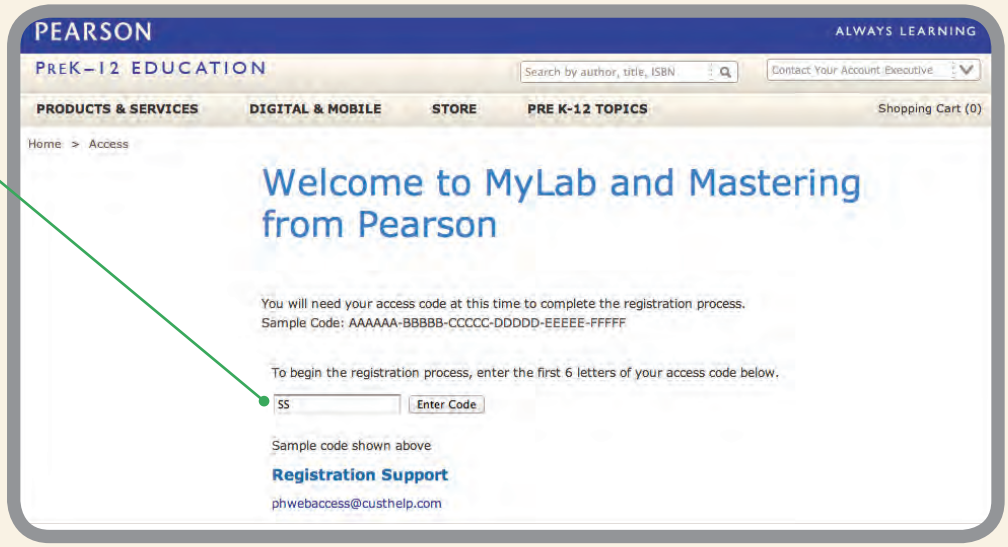
Note: Students need a Pearson access code from the teacher, valid email, and teacher course ID to register.

Step 1:

Enter PearsonSchool.com/Access in your Web browser address bar.

Step 2:

Enter the letters 'SS' in the box and click the Enter Code button.



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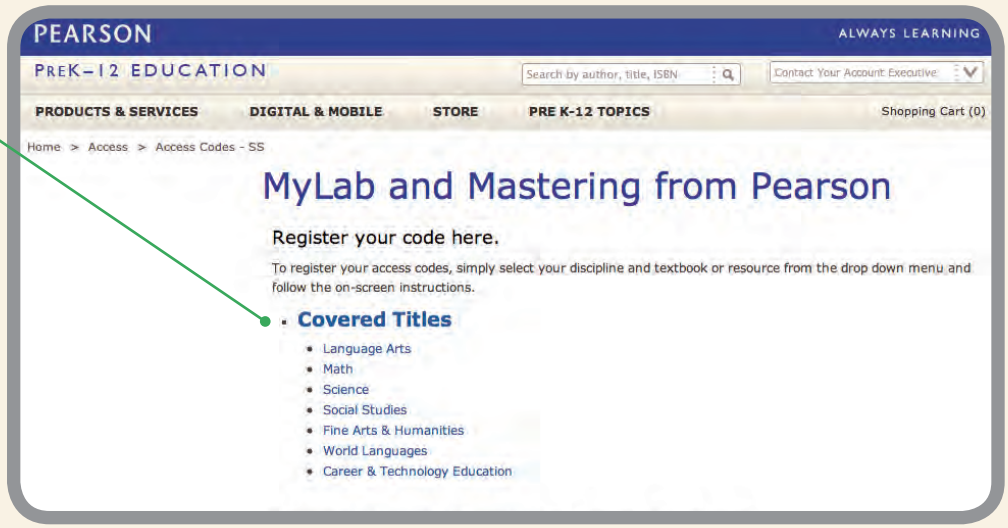
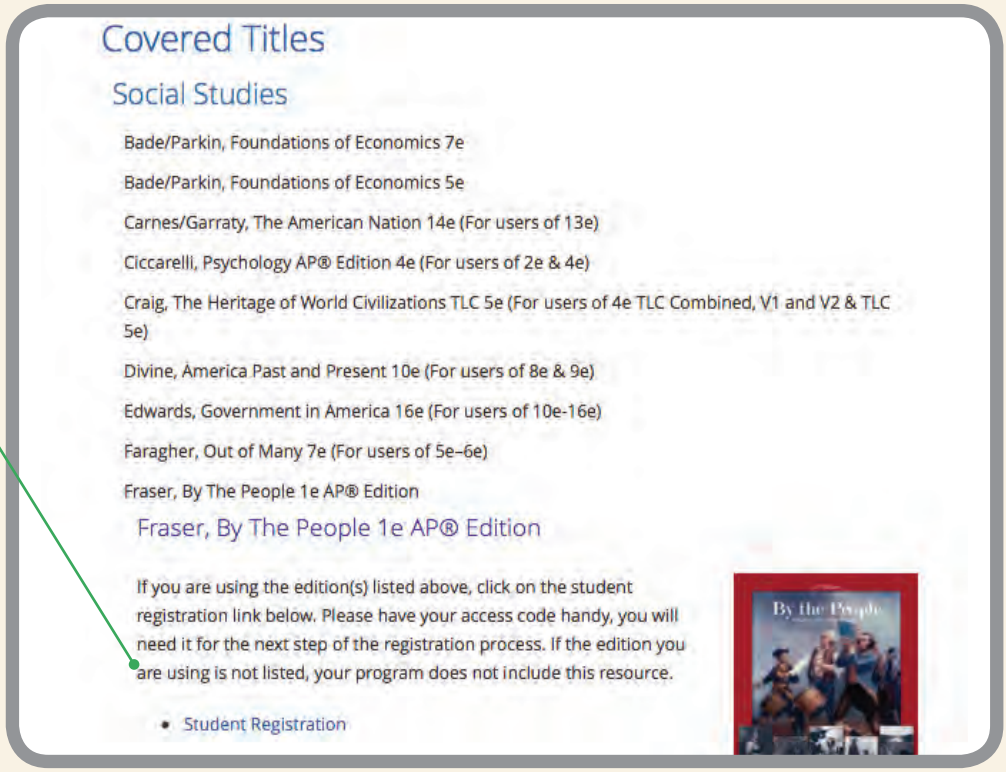


Step 4:

If this information matches your title, select Student Registration.



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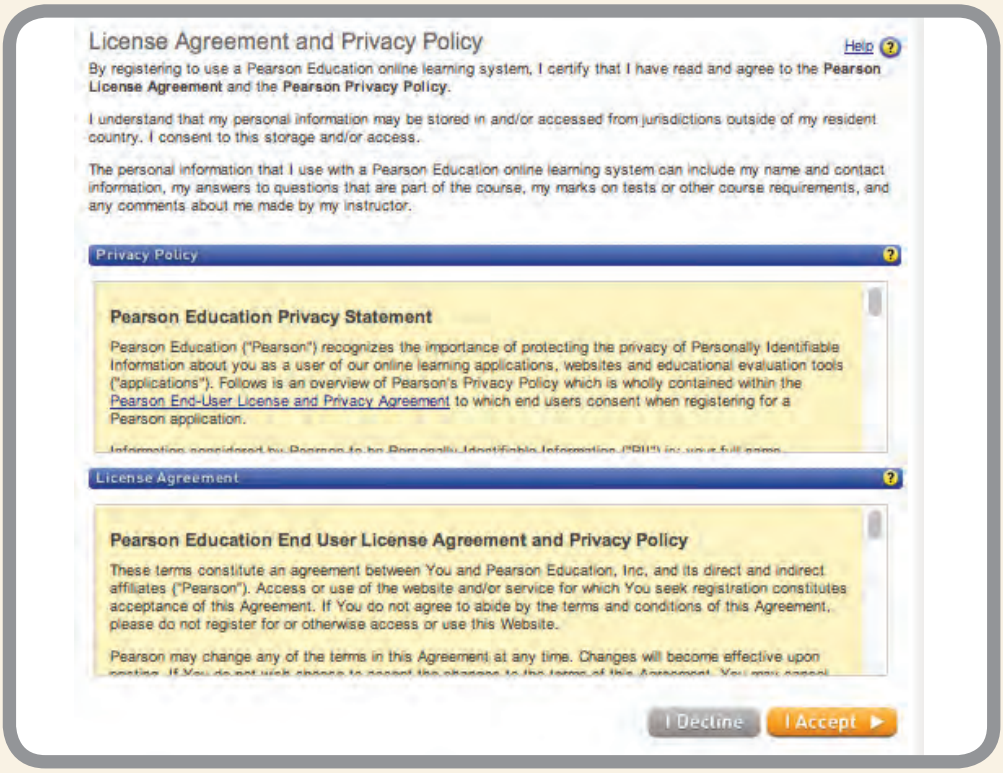

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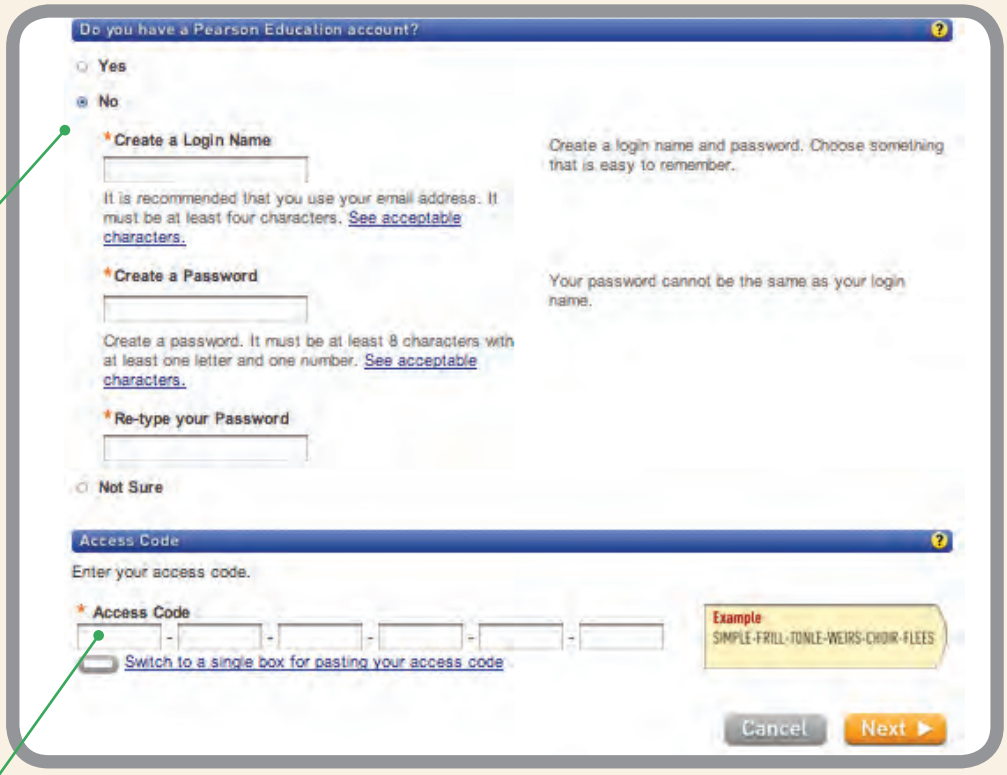
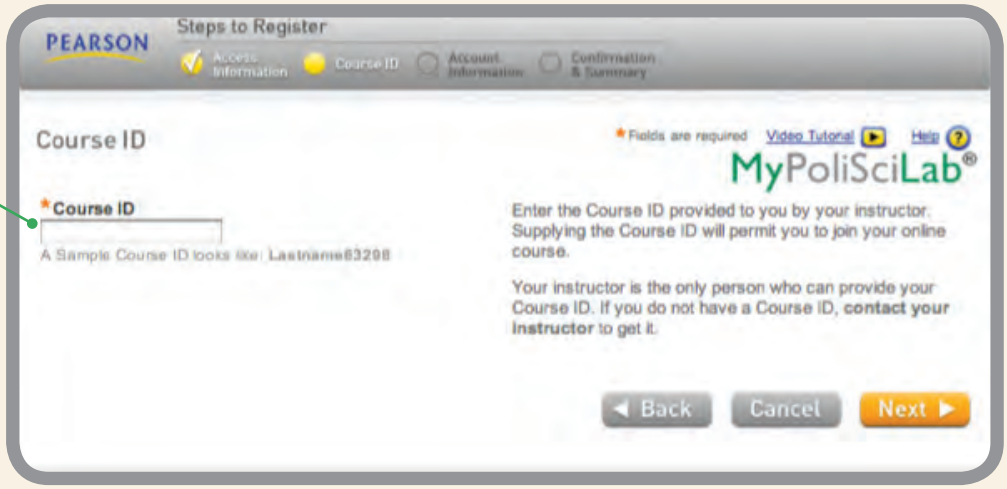


Once you have created or entered your Pearson Account, enter the 6-part student access code provided by your teacher.

Step 7:

Enter the course ID provided by your teacher and select Next.



Step 8:

Editing your profile

Personal Information
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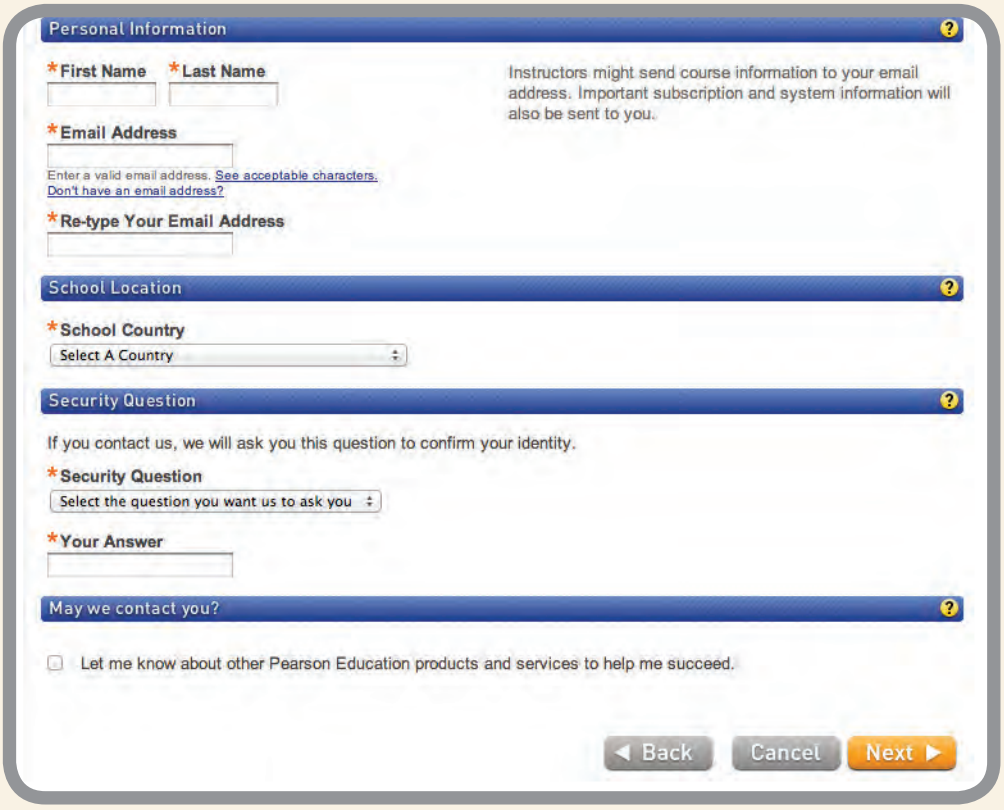
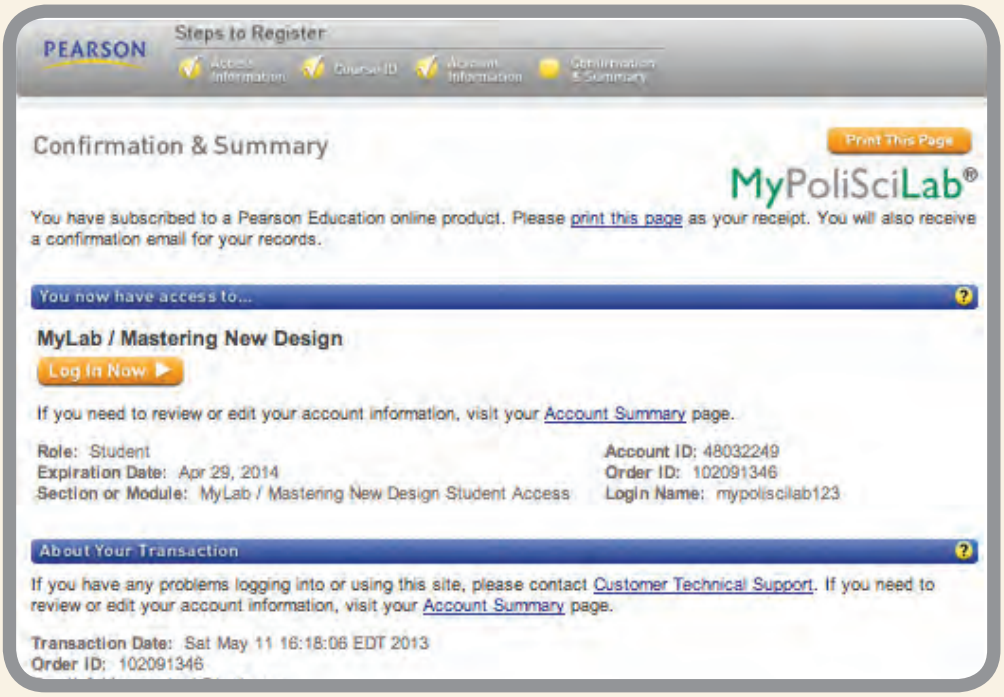
School Location
After entering your school zip code a list of schools will appear. You will NOT see your school listed here. Select OTHER and manually enter your information.

When complete, select NEXT.



On screen confirmation

Congratulations!
You are now registered. At this point you can Log-In Now or Re-enter anytime at *PearsonMyLab.com*



Renewal Adoption Access– Year 2-6

Your initial adoption access was most likely via a pin code card attached to this manual. The teacher access is good for the entire length of the adoption. The initial student access was provided via a single generic code (1 per 50 students) and must be renewed each year (for your new class) and we now offer a simpler system for that.

Pearson has an automated self-service system to provide this "coming year" access. This system is updated and live to registered teachers May 15 of each year. Teachers will need their current MyLab/Mastering user name/password or the email address from initial registration to use this system.

Follow the instructions below to use our online Renewal Access system.

- Go to **PearsonSchool.com/Access_Request**
- Choose your discipline
- Select *Renewal Access Returning Customers Year 2-6*
- Enter your current MyLab/Mastering User Name and Password
  OR
  Enter the email address used during initial registration
- Confirm your contact information and program(s)/course(s) in use
- Enter the number of students in your course
- Select Submit

Instantaneously you will receive an onscreen letter. This letter will provide you information on your MyLab/Mastering resource along with access codes and instructions for the upcoming school year.

Should you have any access code or registration questions, please contact
K12customerservice@pearson.com

Instructor Resource Center (IRC)

Many Pearson programs include downloadable teacher resources that can be used to complement your core program.

Downloadable Teacher Resources

Downloadable Teacher Resources are available through the *Instructor Resource Center (IRC)* to qualified adopters for the life of the adoption, at no charge.

What types of resources are available to me?

Book-specific and course-specific resources* accompany most programs. These include:

- Instructor's Manual
- Components from IRCD/IRDVD
- PowerPoints®
- Transparencies
- Test Item File
- Test Bank
- TestGen
- And More!

*Resources vary by title; not all resources listed above are available for all titles.

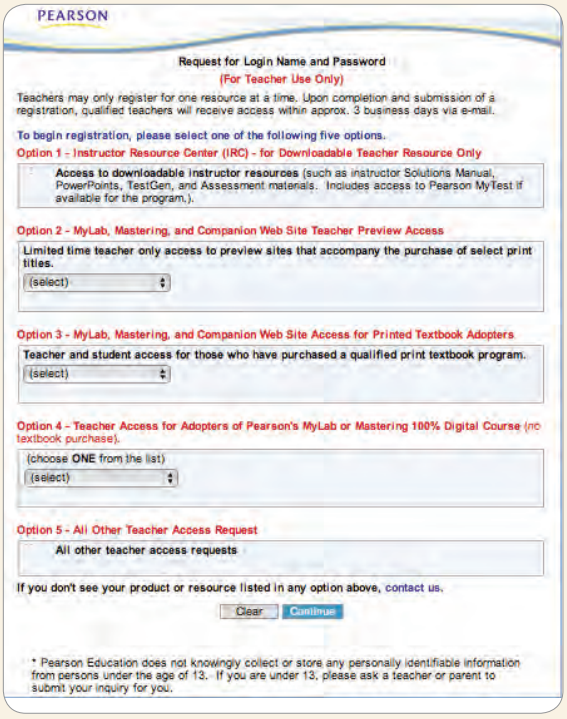
Registering for IRC access

To access the IRC, you must first register and set up a user name and password. To register†, visit **PearsonSchool.com/access_request** and select **We need IRC Access** and then choose **Option 1**. Teachers will be required to complete a brief, one-time registration† subject to verification of educator status. Upon verification, access information and instructions will be sent via email.

www.pearsonschool.com/access_request

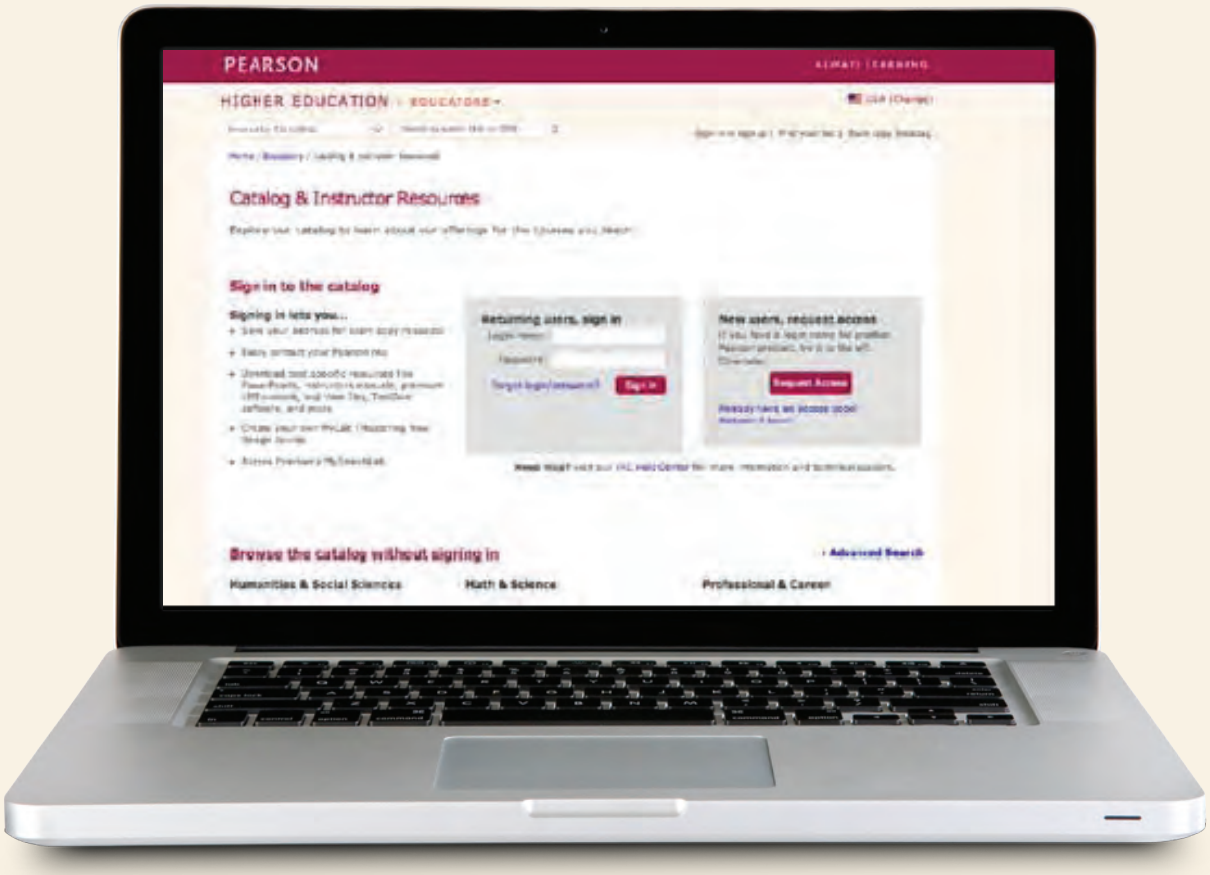
† Educators will only need to register one time for access to the IRC. Once registered, the personal log in and password created will allow educators to download resources for all programs being reviewed.

Downloading Resources



After completing the one-time registration for IRC access at www.pearsonschool.com/access_request (select **We need IRC Access** then **Option 1**) and establishing your user name and password you can access the resources for your textbook at any time by simply following the steps below:

1. Visit **pearsonhighered.com**.
2. Select **Support** from the top right navigation and then select **Educator**.
3. Enter your textbook ISBN in the *Search* box or search your program by author and/or title.
4. Once you reach your textbooks product page, select the *Resource* tab to view the available resources. Downloadable resources will have an icon and link.
5. Select the link for the resource to be downloaded. When prompted to sign in, enter your personal log in and password you created during the registration process. Files will automatically download. Only one file will download at a time.



New! Pearson eText* App for iPad® and Android™

Now you can experience Pearson eText on the go—anytime, anywhere—with the dynamic features of your iPad or Android device. The Pearson eText app provides the same features available to subscribers of the browser-based MyLab® and Mastering® with Pearson eText: full-text search, highlighting, note-taking, bookmarking, support for multimedia content, and glossaries. Plus, students can download chapters to work offline. Pearson mobile eTexts are only available for select titles.

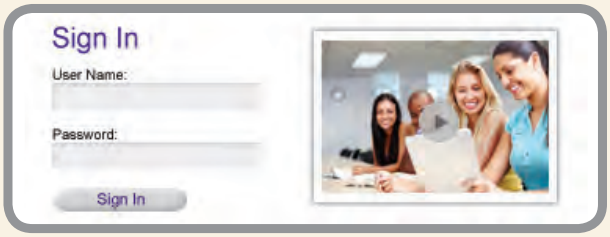
Contact your Pearson Account General Manager for more information.

Step 1: Install the Pearson eText App

- From your mobile device, go to the App Store.
- Search for the Pearson eText App (not the Pearson eText for School App)
- Review the system requirements and install the Pearson eText App on your mobile device.

Step 2: Sign In

- On your mobile device, tap the App icon.
- Enter the new username and password you created during the MyLab/Mastering registration process, and tap **Sign In**.



Step 3: Select a Title

- From the bookshelf, touch a book image to open and begin.

Technical Support

For technical support, click **Support on the login page**.

* The Pearson eText iPad App requires iPad iOS4.2 and a valid Pearson Mastering/MyLabs username and password. Access to Pearson Mastering/MyLabs comes with purchase of select titles. See individual products for more information. Not all titles support all features.

The Pearson eText Android app requires Android OS 3.1 or newer, a 7" or 10" tablet, and a valid Pearson Mastering/MyLabs username and password. Access to Pearson Mastering/MyLabs comes with purchase of select titles. See individual products for more information. Not all titles support all features. Contact your account executive for more information. App is available for download from Google® play.

DO NOT DISCARD

Teacher Manual

For a complete list of programs/titles this manual supports, visit

PearsonSchool.com/AdvancedCoveredTitles

For Registration support, contact

K12customerservice@pearson.com

PearsonSchool.com
800-848-9500

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