



## ACCESS YOUR PEARSON CONTENT

# MyLab and Mastering with Brightspace by D2L

Get started with MyLab, Modified Mastering, or NCCERconnect courses integrated with Brightspace

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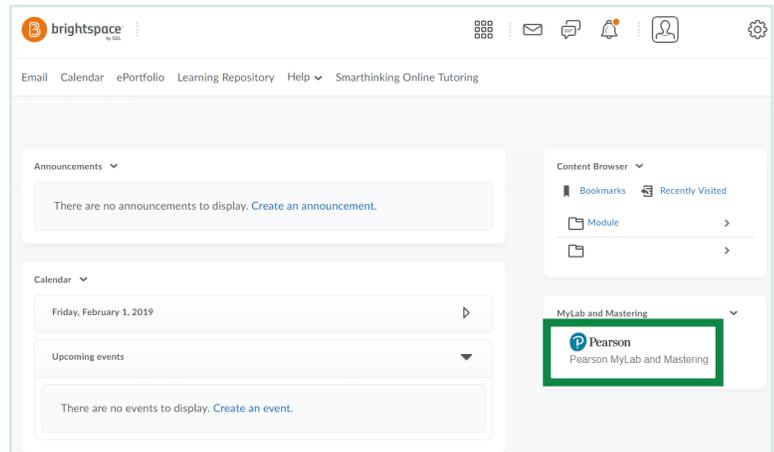
Accessibility questions? email [disability.support@pearson.com](mailto:disability.support@pearson.com)

# Prepare the Brightspace course

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

## Steps

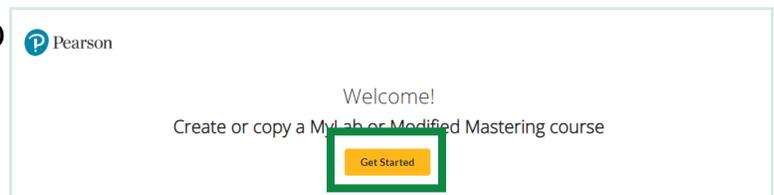
 Select the Pearson MyLab and Mastering widget on your Brightspace Homepage.



 You may need to disable your browser's pop-up blocker in order for the Pearson MyLab and Mastering content to load.

 If you do not see the Pearson MyLab and Mastering widget on your Brightspace homepage, you may need to [add the widget to your Brightspace course homepage](#) or as an [External Tool Link](#) in the course. Confirm with your Brightspace admin which process is correct for you.

 Select Get Started and go to [Add a Pearson course](#).



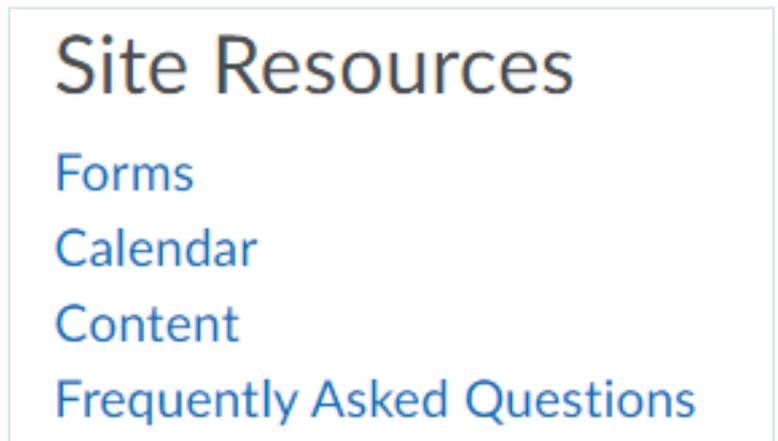
 If prompted, read and agree to the license agreement by selecting I Agree. Enter your existing Pearson instructor account or [create a new one](#). Your Pearson account is now linked to your Brightspace account. This account linking is a one-time process. Select Get Started.

# Prepare the Brightspace course

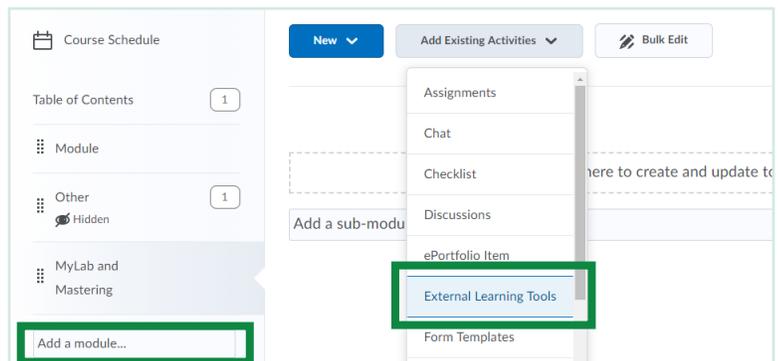
If your Brightspace admin has enabled an External Tool Link for the Pearson MyLab and Mastering integration.

## Steps

- Enter your Brightspace course.
- Select Content under Site Resources.



- Select Add a module under Table of Contents.
- Enter a name such as 'MyLab Math' or 'Mastering Biology'.
- Select External Learning Tools under Add Existing Activities.



- Select the MyLab and Mastering tool your Brightspace admin created.



- The MyLab and Mastering link is now available in the module under Content Browser. Select the link to [add a Pearson course](#).

# Add a Pearson course

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

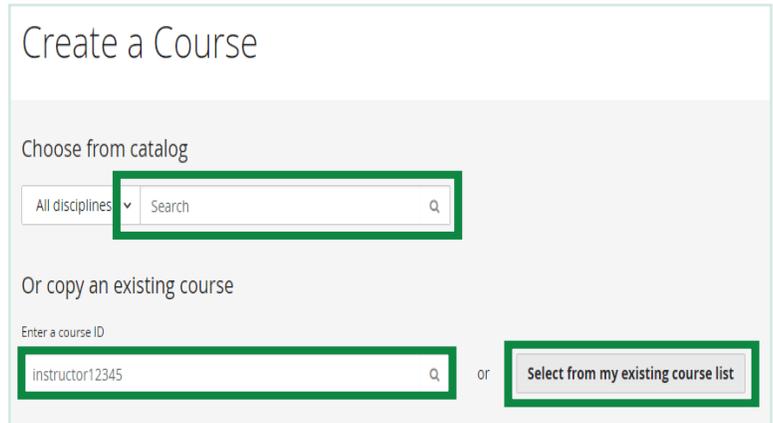
## Steps

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

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

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

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



Create a Course

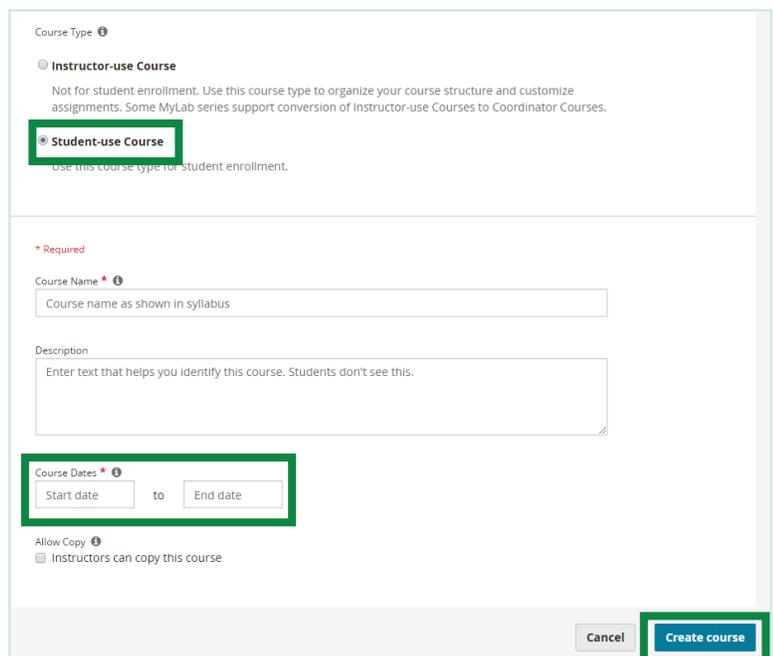
Choose from catalog

All disciplines Search

Or copy an existing course

Enter a course ID

instructor12345 or Select from my existing course list



Course Type

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

Student-use Course  
Use this course type for student enrollment.

\* Required

Course Name Course name as shown in syllabus

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

Course Dates Start date to End date

Allow Copy  
 Instructors can copy this course

Cancel Create course

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

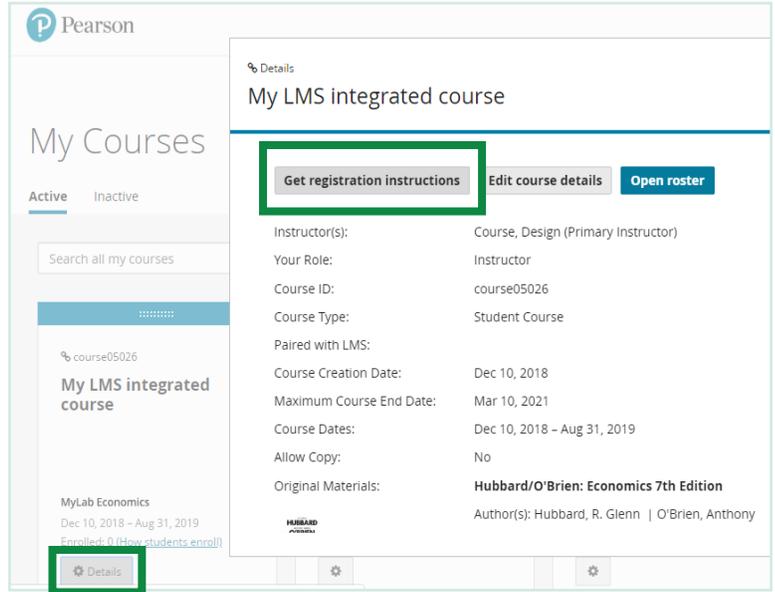
# Provide instructions for students

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

## Steps

 Select Details, then Select Get Registration Instructions.

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



The screenshot shows the Pearson LMS interface. On the left, under 'My Courses', there is a card for 'My LMS integrated course' with a 'Details' button highlighted in a green box. On the right, a 'Details' panel is open for 'My LMS integrated course', showing various course information. The 'Get registration instructions' button is highlighted in a green box. The course details include:

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

 Inform your students about what is required for your course, including purchasing options. Students purchase materials early, so it is suggested to send an email out to students before classes start.

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

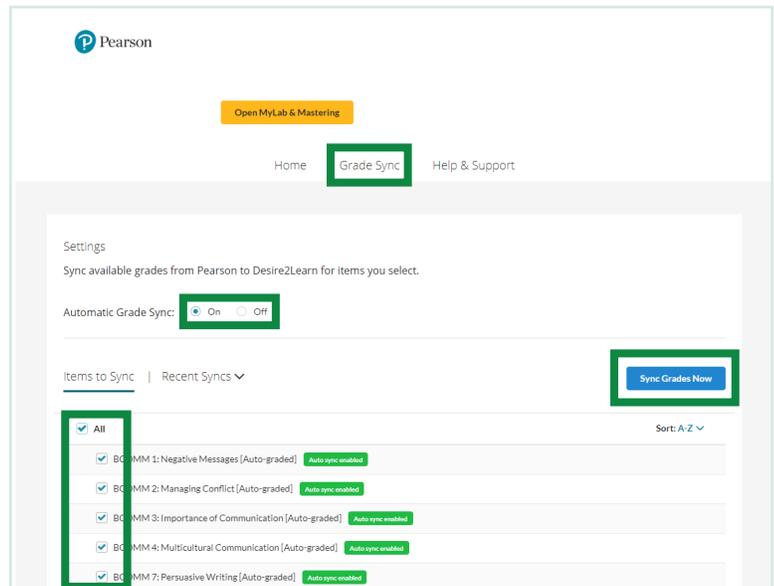
# Set Up Automatic Grade Sync

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

## Steps

 Select Pearson MyLab and Mastering on your Brightspace Homepage.

- 
- Select Grade Sync.
  - Select Automatic Grade Sync On or Off.
  - Check the boxes for assignments to sync.
  - Select Sync Grades Now.



 To sync grades without waiting for the next automatic grade sync select “Sync Grades Now”. When your items and grades have successfully synced, Brightspace displays an Items synced message. Go to the Brightspace gradebook to see the synced items and grades.

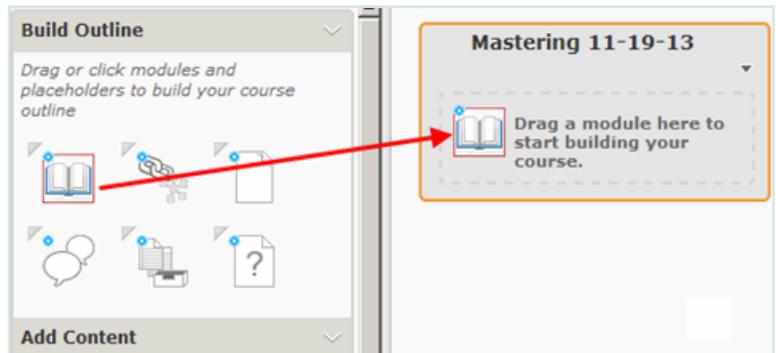
- 
- After you set up grade sync, it can take up to 15 minutes for your assignment to appear on the grade sync tab.
  - Grades go through a queue process, so it can take some time for submitted grades to sync to Brightspace. Let your students know there may be a short (15-30 minute) delay between finishing/submitting an assignment and their grades updating in the Brightspace gradebook.

# Set Up Content Links

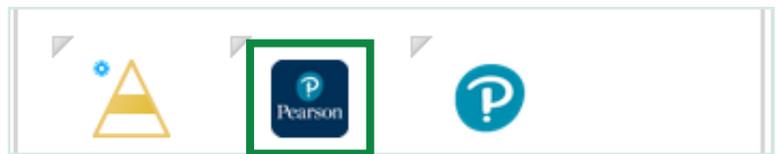
After you complete the initial course setup, you can add links to your Pearson MyLab or Modified Mastering course components or assignments from the Brightspace course content.

## Steps

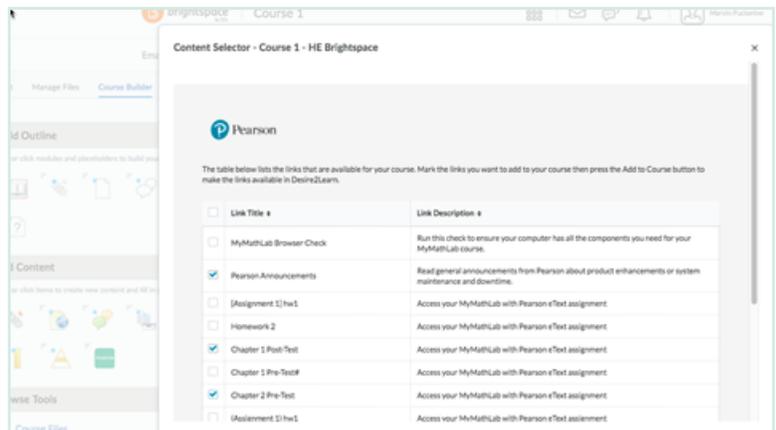
- Select Edit Course in the course header.
- Select Course Builder under Site Resources.
- Drag the book icon in Build Outline to the course.



- Enter a module Name.
- Select Create.
- Drag the dark blue Pearson icon in Add Content to the new module.



- Select the check boxes for the components or assignments links you want available in your course.
- Select Add to Course.



- After the links are added, the Content Selector closes and you are returned to the Course Builder. The module and its content are added to the course and are now available to both you and your students in the course's Table of Contents.



# Frequently Asked Questions

## Courses

I've already setup my course outside of Brightspace; can I integrate with that course?

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

I integrated my course with Brightspace before; can I re-use that course?

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

Should I copy my Pearson grade items from my old Brightspace course?

We recommend you do not copy Pearson grade items from one Brightspace course to another. If you do, you must delete old Pearson grade items in the new Brightspace course.

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

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

How do I add additional instructors to my Pearson course?

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

# Frequently Asked Questions

## Grade Sync

### Can I sync percentage scores or Pearson course categories to Brightspace?

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

### How can I reduce the number of Pearson assignments available to sync to Brightspace?

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

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

### Can Learning Catalytics grade sync?

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