

Integration of Pearson Publisher Materials

The purpose of this document is to explain how to integrate Pearson publisher materials into a Canvas course.

NOTE: It is highly suggested that you DO NOT link your Publisher material to your sandbox/development course as this will result in a duplication of assignments in your CRN course.

How to place the Mylab and Mastering Navigation link on your on your Course Navigation Bar.

- 1) Click the “Settings” button on your Course Navigation bar.
- 2) Click the “Navigation” link at the top of the page.



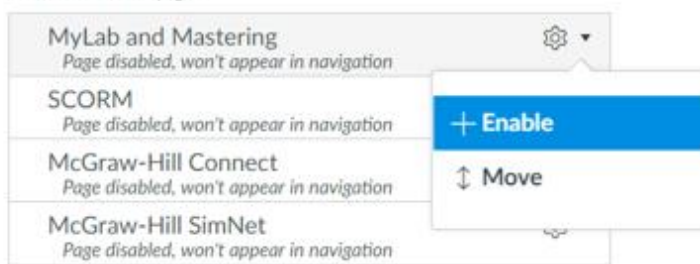
Drag and drop items to reorder them in the course navigation.

Home	⚙️ ▼
Announcements	⚙️ ▼
Assignments	⚙️ ▼
Discussions	⚙️ ▼

- 3) Scroll down to the items that are hidden from student view
- 4) Locate the MyLab and Mastering Page and click the settings gear to the right.

Drag items here to hide them from students.

Disabling most pages will cause students who visit those pages to be redirected to the course home page.



- 5) Click “Enable”. This will move the page up to the accessible pages in your course.
- 6) Scroll to the bottom of the page and click “Save”. The page is now accessible on your Course Navigation Bar. NOTE: If you do not click “Save”, you must repeat Steps 1-6.

Creating Or Copying a MyLab or Mastering Course

- 7) Click the MyLab and Mastering link button on your Course Navigation Pane. You may be directed to log in using your Pearson account. Click the “Get Started” button to create your Pearson Course.



Welcome!

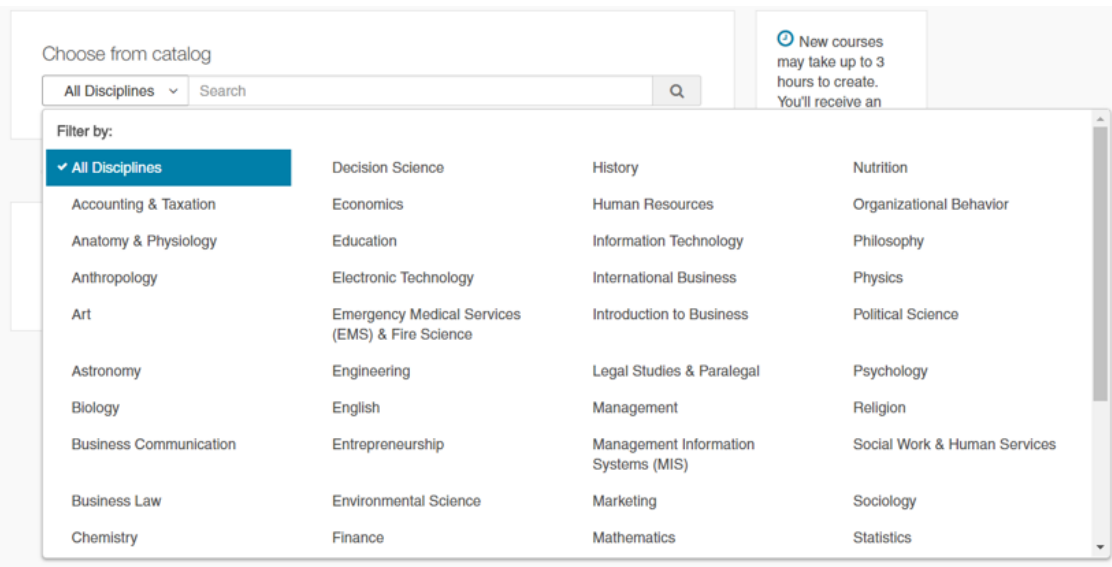
Create or copy a MyLab or Modified Mastering course

Get Started

NOTE: This is where you must decide if you will be copying or creating a MyLab or Mastering course. If you are creating a new course follow the directions below. If you are copying a pre-existing MyLab or Mastering course, [click here](#).

Creating a New MyLab or Mastering Course

- 1) In the “Choose from catalog” section either type a name of your discipline or click the arrow on the “All Disciplines” button. Click the magnifying glass to search for your discipline.



- 2) Select the textbook for your course by click the “Select” button next to the textbook.
- 3) Select “Student-use Course” and provide a Course name, description, and course dates in the provided text boxes. It is suggested that you “allow copy” so that you and other instructors can copy the course.

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

Course Name: * ⓘ

Description: ⓘ

Allow Copy: Instructors can copy this course. ⓘ

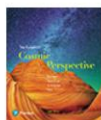
Course Dates: * to ⓘ

* required

- 4) Upon completion of the text boxes, click “Create Course” at the bottom of the page.

NOTE: Once you create a course, it may take up to 3 hours to generate. It typically takes 5 minutes though.

- 5) After you receive this indication, exit this page and return to your Canvas course.
- 6) Refresh your Canvas course.
- 7) Once refreshed, the MyLab and Mastering page should read “Open MyLab & Mastering”. Click this button.



Open MyLab & Mastering

- 8) This will take you to the MyLab & Mastering Home Page where you can create new assignments, attach your syllabus, and manage your Pearson MyLab or Mastering Course.

Copying a Pre-existing MyLab or Mastering Course

- 1) Click the MyLab and Mastering link button on your Course Navigation Pane. You may be directed to log in using your Pearson account.
- 2) Click the “Get Started” button to create your Pearson Course.



Welcome!

Create or copy a MyLab or Modified Mastering course

Get Started

- 3) Scroll down to “Copy Existing Course”. Here you will type in the course identification of a pre-existing MyLab or Mastering course and click the magnifying glass to search.

Copy existing course

Course ID

NOTE: You may not be able to copy a course that is located solely on the MyLab or Mastering websites.

EXAMPLE: If you currently have students go directly to MasteringXXXXXXX at <https://www.MasteringXXXXXXX.com>, and enter your course MA12345 through the website, MA12345 will not be found if you place course number in the Course ID of Copying Existing Course. You must create a new MyLab or Mastering course within Canvas which can then be copied into other Canvas courses. To create a new course in MyLab & Mastering, please click [here](#).

- 4) Click “Select from My Existing Course List”.
- 5) All of your courses in MyLab and Mastering will appear.
- 6) Choose the course you want to copy and click “Select”

Course ID

Showing 1 - 4 of 4 ⓘ

Created Course Test

Course ID:

Course Type: Student Course

Course Dates: Oct 30 - Dec 31, 2017

Course Materials: Modified MasteringAstronomy for Bennett, The Essential Cosmic Perspective, 8th Edition 8th Edition
Textbook ISBN-13: 9780134516332
Series: MasteringAstronomy®

- 7) Select “Student-use Course” and complete “Course name, Description, Allow Copy, and Course Dates”.

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.

Course Name: * ⓘ

Description: ⓘ

Allow Copy: Instructors can copy this course. ⓘ

Course Dates: * to ⓘ

* required

8) Upon completion of the text boxes, click “Create Course” at the bottom of the page.

NOTE: Once you create a course, it may take up to 3 hours to generate. It typically takes 5 minutes though.

9) After you receive this indication, exit this page and return to your Canvas course.

10) Refresh your Canvas course. You may need to refresh multiple times.

11) Once refreshed, the MyLab and Mastering page should read “Open MyLab & Mastering”. Click this button.

NOTE: You may also get an Error Code. This indicates that the course is not created yet.

An Error Has Occurred

We are sorry, this part of your course is not yet ready to use.
Please try again later. If you are prompted for a user name and password on your next attempt to access this content, please use the same Pearson user name and password as you used in this attempt.

Customer Support Code: course1

Please verify the following:

Pearson MyLab & Mastering course is not yet available.

The MyLab & Mastering course is being created or updated. Try again later.

If you still can't access your course, contact [Pearson 24/7 Technical Support](#) and give them this code: course1.

12) This will take you to the Home Page of your MyLab and Mastering Course within Canvas. Here you should see all of the assignments that were copied into your course.

13) Adjust the due dates for these assignments to match the current term.

Syncing your MyLab & Mastering Assignments/ Gradebook

1) Click the “MyLab & Mastering” link on your Course Navigation Pane.

2) Click the “Grade Sync” button.



3) In the Settings section, check the Automatic Grade Sync to “On”. This allows your MyLab & Mastering to automatically updates scores in your Canvas Gradebook.

NOTE: You may see an “indication” like that below. This indicates that the copying of the assignments may not be complete. Continue to refresh the page until the assignments show in the space below the “Sync Grades Now” button.

Select items to sync

Sync Grades Now

Sync grades anytime for the items you select.

We could not find any Pearson MyLab & Mastering assignments to sync with your course. Please check to make sure you have set up your Pearson MyLab & Mastering course settings to [sync grades](#).

Your MyLab & Mastering course may not support syncing grades.

Please contact [Pearson Support](#) if you continue to receive this error.

- 4) Once the assignments are visible, you may check “Select All” to integrate all of the assignments into the Canvas course and gradebook.

Select items to sync

Sync Grades Now

Sync grades anytime for the items you select.

All

Lab 10:

Lab 11:

Lab 12:

Lab 13:

Lab 14:

Lab 15:

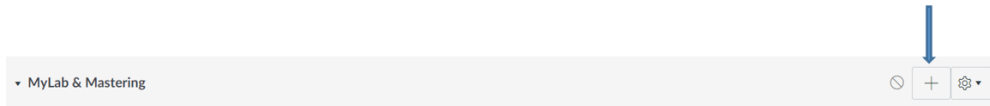
- 5) After selecting “All”, click the “Sync Grades Now” in the upper right hand corner. Await for all items to read “Synced” before progressing.
- 6) To ensure that all assignments have been synced, click the “Assignments” on the Course Navigation Pane. All of the Assignments should appear on this page.

NOTE: If you have tests/quizzes through MyLab & Mastering, these will populate in the Assignments page and not the Quizzes page of Canvas. You can create a new group by clicking the “+ Group” located at the top right of the assignments page and designate a new folder as “quizzes”. You can then drag and drop to relocate your exams/quizzes into this folder. This will be important if you assign weights to your grading scheme.

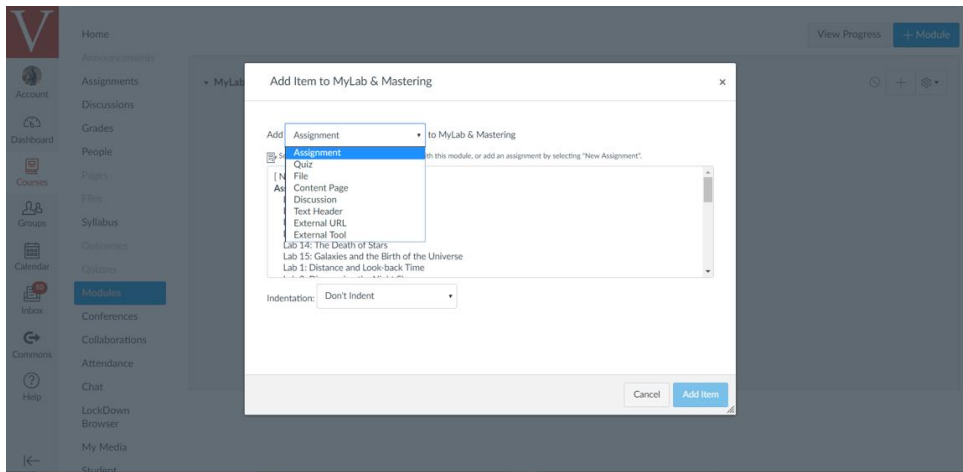
- 7) You can direct student to the Assignments page to complete MyLab and Mastering assignments or you can integrate direct links to the assignments on the Modules page.

Adding MyLab & Mastering Assignments into Modules in Canvas

- 1) Click the Modules button located on the Course Navigation Pane.
- 2) In the top right hand corner of the Modules page, click the “+ Module” button.
- 3) Provide a Module name and click “Add Module”.
- 4) To add a MyLab or Mastering assignment to the module, click the “+” button on the module header.

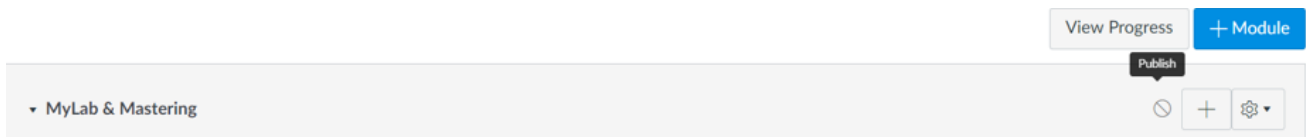


- 5) On the Add Item to (the Module name), select the “Assignment” dropdown.



- 6) With this selection your MyLab and Mastering assignments will appear. Select the assignment that you want to integrate into the module and click “Add Item”. This provides the student a direct link to the assignment in MyLab or Mastering. The assignment is automatically Published.

NOTE: Please ensure you Publish the module by clicking the Publish circle in the Module box. To Publish the module, click the circle and the circle will become a green checkmark. This allows the student to view the module and assignments within the module. If you do not publish the module, the student will not be able to view any assignments within the module even though they are published.

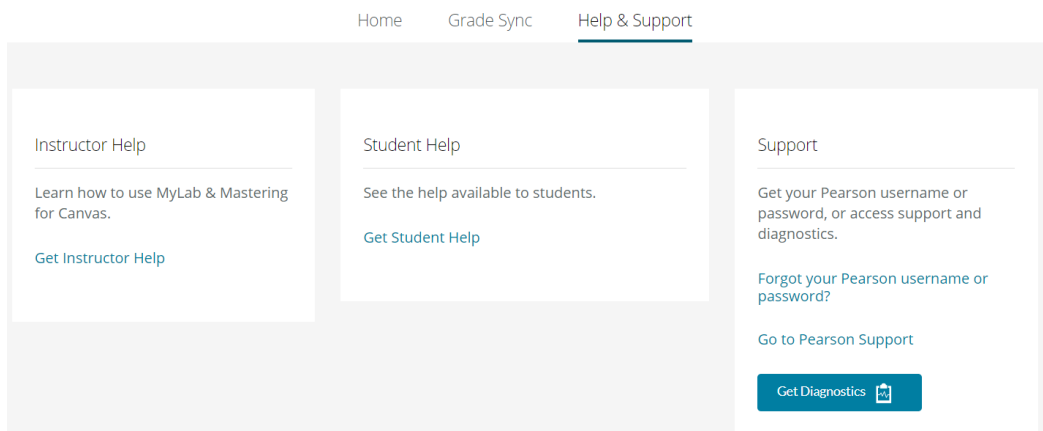


NOTE: Linking a MyLab & Mastering course to a Sandbox/Developmental Course may result in problems when the Sandbox is copied into an existing CRN course. Before importing a Sandbox/Developmental Course into a CRN course, you should unlink your Sandbox/Developmental course from MyLab & Mastering before importing into a CRN

course. Failure to do so will result in the necessity of a complete reset of course which is equivalent to a “bulk delete” in Blackboard.

How to Unlink/Bulk Delete MyLab and Mastering from a Course/Developmental Space

- 1) Click the MyLab and Mastering link on the Global Navigation Pane.
- 2) From the MyLab and Mastering Home Page, scroll down to “Help and Support”.
- 3) Click the “Help and Support” link.
- 4) In the Support box, click the “Get Diagnostics” link.



- 5) Scroll down to the “Course Information” section of the diagnostics page.
- 6) Select the “Delete MyLab and Mastering Course and association with Canvas Course” link.

NOTE: This will not only unlink the course but it will also delete the course in the MyLab & Mastering course list.

Course Information

MyLab & Mastering Course ID	snyder65896
Course Material ID	68960
Canvas Course ID	91db65702d4b987acc4fbb671b1b581c247d9153
Canvas Course Role	Instructor
Canvas Parent Course ID	

[Delete MyLab & Mastering course and association with Canvas course](#)