

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



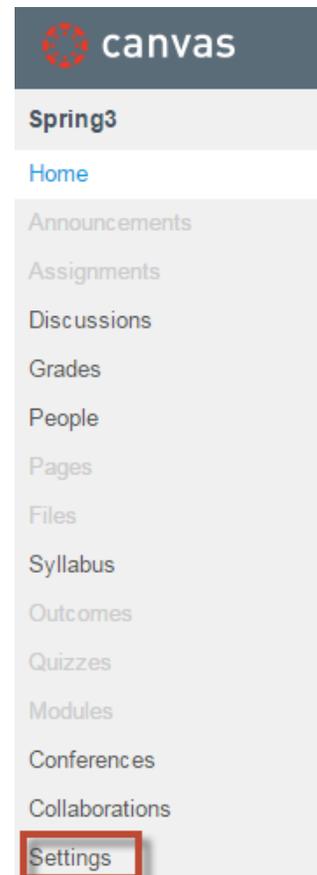
Video: [Add MyLab and Mastering tools to Canvas course navigation](#)

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.

- Home
- Announcements
- Assignments
- Discussions
- Grades
- People
- Pages
- Files
- Syllabus
- Outcomes
- Quizzes
- Modules
- Conferences
- Collaborations
- Settings

Course Details Sections **Navigation** Apps Feature Options

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

Home	⚙️ ▾
Announcements	⚙️ ▾
Assignments	⚙️ ▾
Discussions	⚙️ ▾
Grades	⚙️ ▾
People	⚙️ ▾
Pages	⚙️ ▾
Files	⚙️ ▾
Syllabus	⚙️ ▾
Outcomes	⚙️ ▾
Quizzes	⚙️ ▾

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

Outcomes	⚙️ ▾
Quizzes	⚙️ ▾
Modules	⚙️ ▾
Conferences	⚙️ ▾
Collaborations	⚙️ ▾

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.

PPE_MyLab_Mastering <i>Page disabled, won't appear in navigation</i>	⚙️ ▾
CERT_MyLab_and_Mastering <i>Page disabled, won't appear in navigation</i>	⚙️ ▾
MyLab and Mastering <i>Page disabled, won't appear in navigation</i>	⚙️ ▾

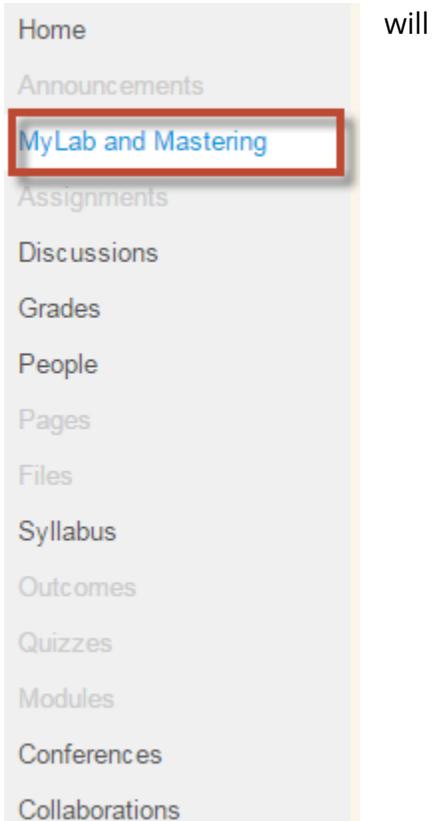
Save

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**.

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

Home	⚙️ ▾
Announcements	⚙️ ▾
MyLab and Mastering	⚙️ ▾
Assignments	⚙️ ▾
Discussions	⚙️ ▾
Grades	⚙️ ▾

5. Click **MyLab and Mastering** in the navigation and you will be 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

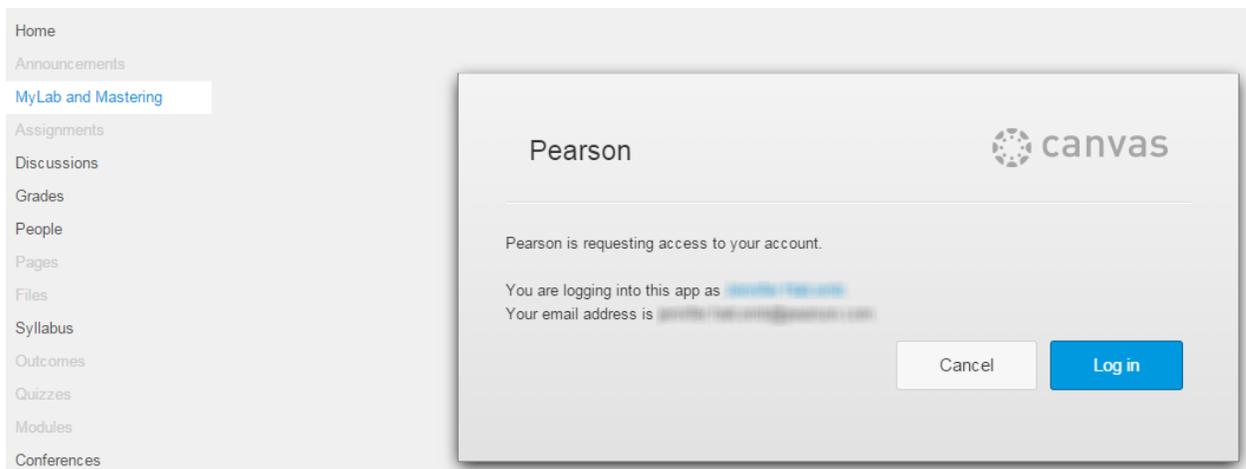
If you have not integrated a Pearson course with Canvas before, you will need to link your accounts. You will only need to do this once! After linking your accounts, you can integrate other Pearson courses with Canvas and be able to skip this step. (If you have previously linked your accounts, skip to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

Home
Announcements
MyLab and Mastering
Assignments
Discussions
Grades
People
Pages
Files
Syllabus
Outcomes
Quizzes
Modules
Conferences
Collaborations
Settings

PEARSON ALW

Tools Diagnostics

Welcome Betsy

Use the links below to access and manage MyLab and Mastering products for this course through Canvas.

Student links

Student Help
Learn how to register, sign in, and access Pearson's MyLab & Mastering.

Instructor links

Instructor Help
Learn how to get a Pearson account, sign in, and make Pearson's MyLab & Mastering available for your students.

Select a MyLab and Mastering product to use with this course

Choose from a list available MyLab and Mastering material to use in your course. Attention Mastering users: Modified Mastering is required for integrating Mastering with your LMS. Modified Mastering products have specific access code cards for students; please check with your Pearson representative to order the correct ISBN.

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

PEARSON

End-User License Agreement and Privacy Policy

By registering to use a Pearson Education online learning system, I certify that I have read and agree to the **Pearson End-User License Agreement and Privacy Policy** and the **Pearson Privacy Statement**.

I understand that my personal information may be stored in and/or accessed from jurisdictions outside of my resident country. I consent to this storage and/or access.

The personal information that I use with a Pearson Education online learning system can include my name and contact information, my answers to questions that are part of the course, my marks on tests or other course requirements, and any comments about me made by my instructor.

Pearson Privacy Statement

Pearson Privacy Statement

Pearson Education ("Pearson") recognizes the importance of protecting the privacy of Personally Identifiable Information about you as a user of our online learning applications, websites and educational evaluation tools ("applications"). Follows is an overview of Pearson's Privacy Policy which is wholly contained within the [Pearson End-User License and Privacy Agreement](#) to which end users consent when registering for a Pearson application.

Pearson End-User License Agreement and Privacy Policy

End-User License Agreement and Privacy Policy

Last Revision Posted: 15 June 2012

These terms constitute an agreement between You and Pearson Education, Inc, and its direct and indirect affiliates ("Pearson"). By accessing or using the website and/or service with which these terms are associated, You acknowledge that You have read and accepted the terms of this Agreement. If You

I Decline **I Accept**

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

Link Accounts

Sign In with Your Pearson Account

Enter your Pearson username and password to access MyLab / Mastering.

Username:

Password:

[Forgot your username or password?](#)

Need a Pearson Account?

If you do not have a Pearson account, contact your [sales representative](#).

[Not sure if you have a Pearson account?](#)

[Help](#)

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.

Link Accounts

Congratulations! Your accounts are now linked.

Your Pearson account was successfully linked to your school account. You can access MyLab / Mastering **without signing in again**.

Check your email for confirmation.

If you need technical support, go to [Pearson 24/7 Technical Support](#).

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

Start in your Canvas course



Pair your Canvas course to a course from the Pearson 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.)

PEARSON ALW

Tools Diagnostics

Welcome Betsy

Use the links below to access and manage MyLab and Mastering products for this course through Canvas.

Student links

Student Help

Learn how to register, sign in, and access Pearson's MyLab & Mastering.

Instructor links

Instructor Help

Learn how to get a Pearson account, sign in, and make Pearson's MyLab & Mastering available for your students.

Select a MyLab and Mastering product to use with this course

Choose from a list available MyLab and Mastering material to use in your course. Attention Mastering users: Modified Mastering is required for integrating Mastering with your LMS. Modified Mastering products have specific access code cards for students; please check with your Pearson representative to order the correct ISBN.

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.

Create a Course

Choose from catalog

All Disciplines
Search
Q

or

Copy existing course

Course ID
Instructor12345
Q

ⓘ New courses may take up to 3 hours to create. You'll receive an email confirmation when the course is ready.

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.

< Create a Course

All Disciplines
Thinking Mathematically
Q
Sort by: Textbook Title

Showing 1 - 7 of 7



Select

Thinking Mathematically with Integrated Review Ready To Go MyMathLab Course

Textbook: Thinking Mathematically with Integrated Review Ready To Go MyMathLab Course

Author(s): Blitzer, Robert

Discipline(s): Mathematics

Textbook ISBN-13: 9780321912701

Series: MyMathLab®

Description: This Ready To Go course provides all the same great features as a standard MyMathLab course, but it also includes pre-assigned homeworks, quizzes, and tests to make setting up your course even simpler.

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**.



Thinking Mathematically with Integrated Review Ready To Go MyMathLab Course

Textbook: Thinking Mathematically with Integrated Review Ready To Go MyMathLab Course
 Author(s): Blitzer, Robert
 Discipline(s): Mathematics
 Textbook ISBN-13: 9780321912701
 Series: MyMathLab®
 Description: This Ready To Go course provides all the same great features as a standard MyMathLab course, but it also includes pre-assigned homeworks, quizzes, and tests to make setting up your course even simpler.

Course Type: Instructor Course: Use to organize your course structure and customize assignments. Then, copy it to create student courses for enrollment.
 Student Course: Use for student enrollment.

Course Name: * 56 ⓘ

Description: ⓘ

Allow Copy: Instructors can copy this course. ⓘ

Course Dates: * to ⓘ

* required

Create Course
Cancel

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

You're done!

Demo Copy

Course ID: *Available when course is ready*
 Course Type: Student Course
 Course Dates: Aug 29 - Dec 16, 2016

Reference No. 276135

✉ New courses may take up to 3 hours to create. You'll receive an email confirmation when the course is ready.

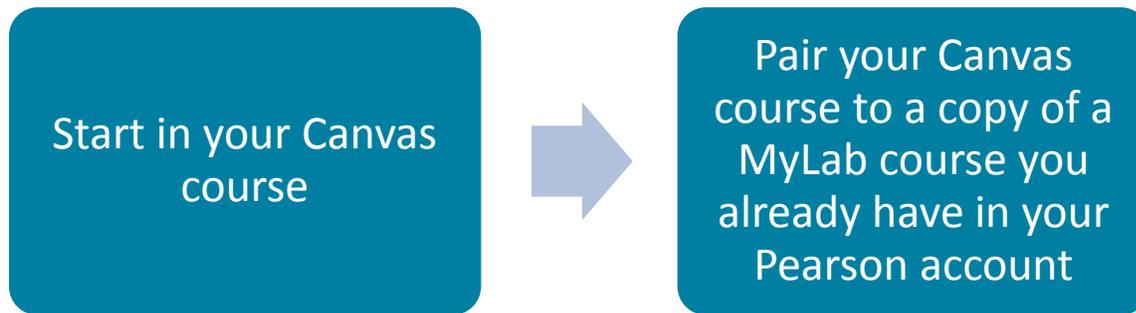
Close the tab to return to your Learning Management System.

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.

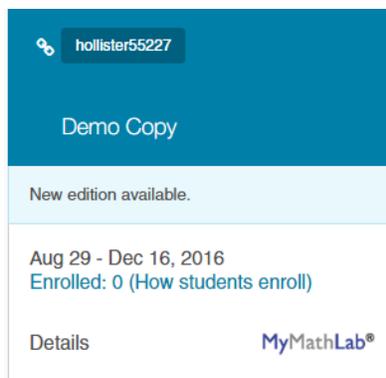
If you do not receive your email within a few hours, please check your junk or spam filter as the email might have gotten stuck in the filter. You don't have to stay signed in to Canvas during this process.

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.

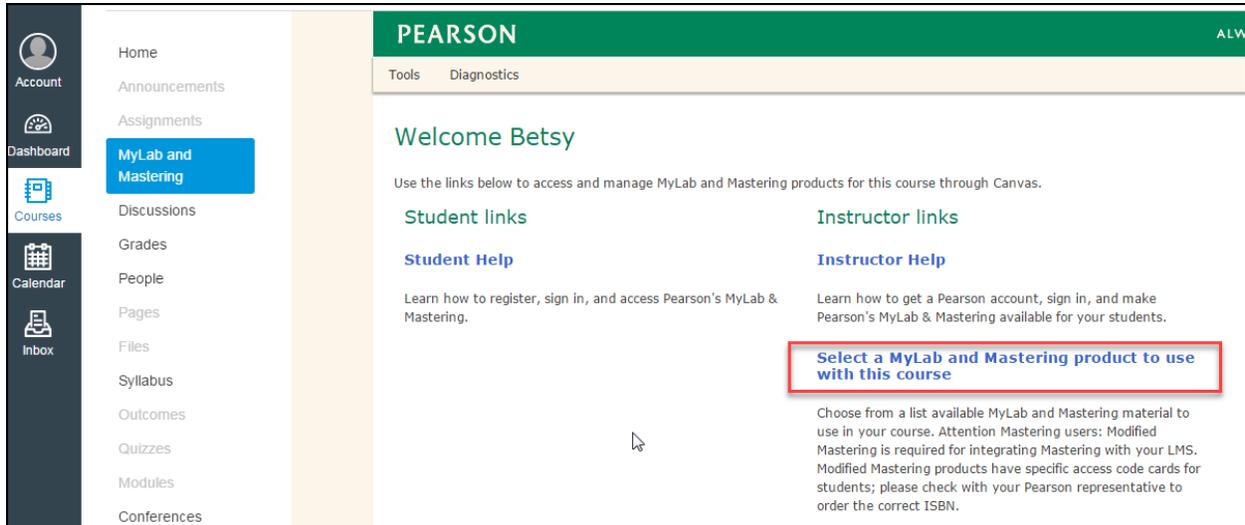
Sometimes there is a misconception that you can pair your Canvas course with a MyLab course that you've already created. In other words, you've set up your course in your Pearson account and now you want to pair it – this can't be done. However you CAN make a copy of this course so that you don't have 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](#)

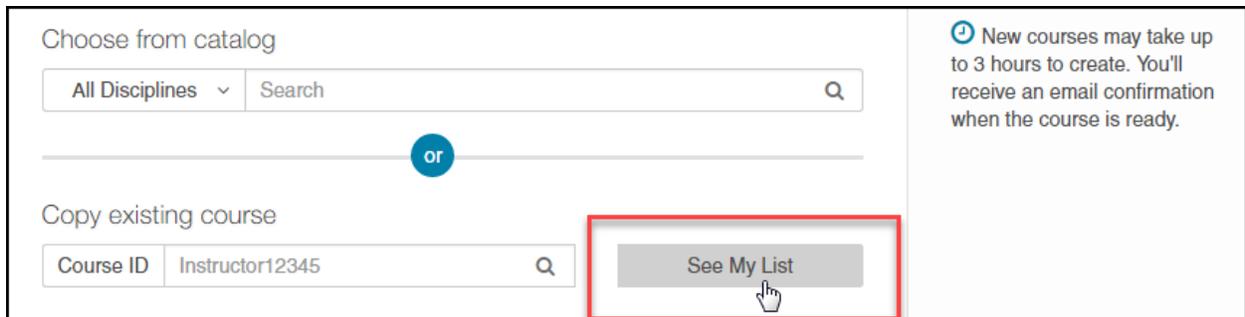
Step-by-Step Instructions

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.)



The screenshot shows the Pearson MyLab and Mastering interface within a Canvas course. The left sidebar contains navigation options: Account, Dashboard, Courses, Calendar, and Inbox. The main content area is titled "PEARSON" and includes a "Tools" and "Diagnostics" menu. The page is personalized for "Betsy" and provides instructions on how to access and manage MyLab and Mastering products. A red box highlights the link "Select a MyLab and Mastering product to use with this course" under the "Instructor Help" section.

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



The screenshot shows the course selection interface. It features a "Choose from catalog" section with a dropdown menu set to "All Disciplines" and a search bar. Below this is a section for "Copy existing course" with a "Course ID" field containing "Instructor12345" and a search icon. A red box highlights the "See My List" button, which is being clicked by a mouse cursor. To the right, a notification states: "New courses may take up to 3 hours to create. You'll receive an email confirmation when the course is ready."

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

Course ID

Q
See My List

Showing 1 - 50 of 58



Select

MG Alg II

Course ID: hollister48013
 Course Type: Instructor Course
 Course Dates: Aug 18, 2016 - Aug 18, 2021
 Course Materials: Algebra 2
 Martin-Gay, Elayn
 Textbook ISBN-13: 9780321678447
 Series:MyMathLab®



Select

UCF College Algebra

Course ID: hollister27433
 Course Type: Coordinator Course
 Course Dates: Aug 08, 2016 - Aug 08, 2021
 Course Materials: College Algebra with Integrated Review 12/e
 Daniels, Collio | Hornsby, John | Lial, Margaret | Schneider, David
 Textbook ISBN-13: 9780134217451
 Series:MyMathLab®



Select

QR Dana Center

Course ID: hollister25797
 Course Type: Instructor Course
 Course Dates: Jul 18, 2016 - Jul 31, 2017
 Course Materials: Quantitative Reasoning 1e
 Dana Center, Univ of Texas Austin
 Textbook ISBN-13: 9780134391298
 Series:MyMathLab®



Select

Stat Reasoning Dana Center

Course ID: hollister69238
 Course Type: Instructor Course
 Course Dates: Jul 18, 2016 - Jul 31, 2018
 Course Materials: Statistical Reasoning 1e
 Dana Center, Univ of Texas Austin
 Textbook ISBN-13: 9780134391656
 Series:MyStatLab®

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.

Course Type: Instructor Course: Use to organize your course structure and customize assignments. Then, copy it to create student courses for enrollment.
 Student Course: Use for student enrollment.

Course Name: * ⓘ

Description: ⓘ

Allow Copy: Instructors can copy this course. ⓘ

Course Dates: * to ⓘ

* required

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.

You're done!

[Demo Copy](#)

Course ID: *Available when course is ready*

Course Type: Student Course

Course Dates: Aug 29 - Dec 16, 2016

Reference No. 276135

✉ New courses may take up to 3 hours to create. You'll receive an email confirmation when the course is ready.

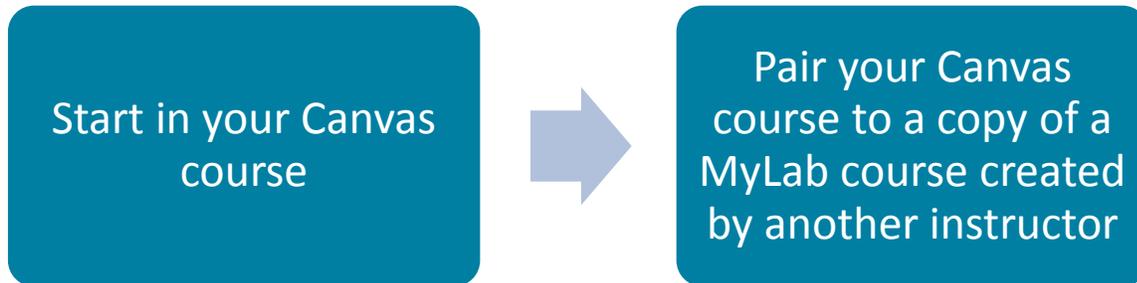
Close the tab to return to your Learning Management System.

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.)

PEARSON

Tools Diagnostics

Welcome Betsy

Use the links below to access and manage MyLab and Mastering products for this course through Canvas.

Student links

Student Help

Learn how to register, sign in, and access Pearson's MyLab & Mastering.

Instructor links

Instructor Help

Learn how to get a Pearson account, sign in, and make Pearson's MyLab & Mastering available for your students.

Select a MyLab and Mastering product to use with this course

Choose from a list available MyLab and Mastering material to use in your course. Attention Mastering users: Modified Mastering is required for integrating Mastering with your LMS. Modified Mastering products have specific access code cards for students; please check with your Pearson representative to order the correct ISBN.

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

Create a Course

Choose from catalog

All Disciplines Search

or

Copy existing course

Course ID Instructor12345 See My List

New courses may take up to 3 hours to create. You'll receive an email confirmation when the course is ready.

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.

- 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**.

The screenshot shows a course creation form with the following fields and options:

- Course Type:** Two radio button options:
- Instructor Course: Use to organize your course structure and customize assignments. Then, copy it to create student courses for enrollment.
- Student Course: Use for student enrollment.
- Course Name: *** A text input field containing "Course name as shown in syllabus" and an information icon.
- Description:** A text area with placeholder text: "Enter text that helps you identify this course. Students don't see this."
- Allow Copy:** A checkbox labeled "Instructors can copy this course." which is currently unchecked, with an information icon.
- Course Dates: *** Two date input fields separated by "to", with an information icon.
- A note: "* required"
- At the bottom, there are two buttons: "Create Course" (in blue) and "Cancel" (in grey).

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

The screenshot shows a confirmation screen titled "You're done!". It contains the following information:

- Demo Copy** (link)
- Course ID: Available when course is ready
- Course Type: Student Course
- Course Dates: Aug 29 - Dec 16, 2016
- Reference No. 276135
- Notification: New courses may take up to 3 hours to create. You'll receive an email confirmation when the course is ready.
- Action: Close the tab to return to your Learning Management System.