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

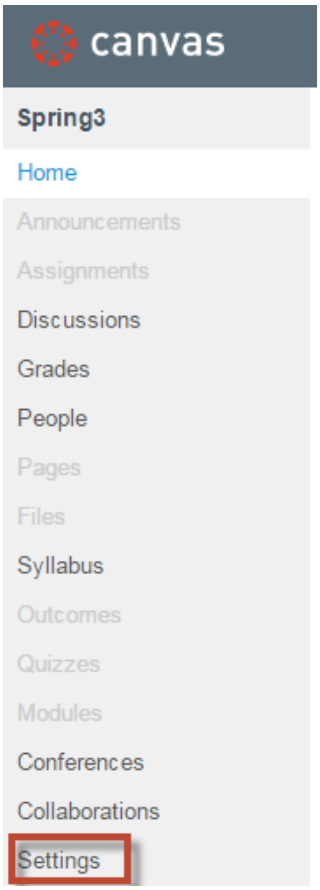
Video: Add MyLab and Mastering tools to Canvas course navigation

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.

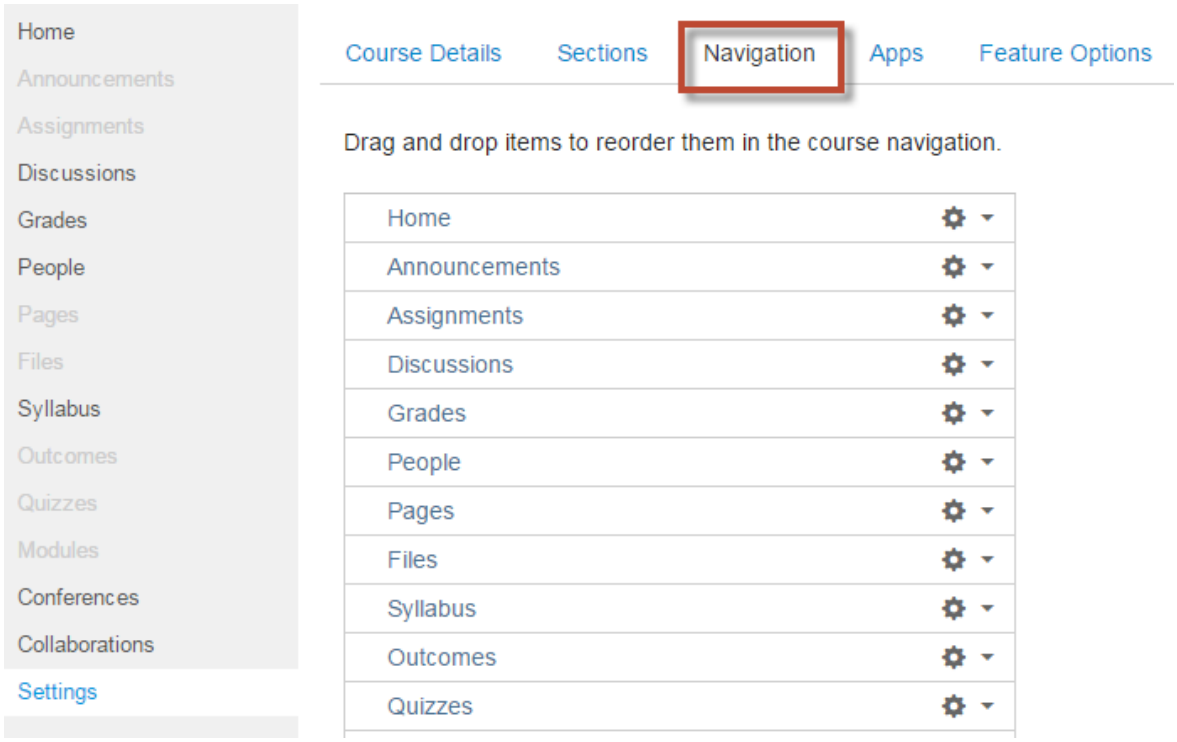
Once added, you will use this menu button to link your Canvas and Pearson accounts for single sign-on, and select a Pearson MyLab to pair with your Canvas course.

Step-by-Step Instructions

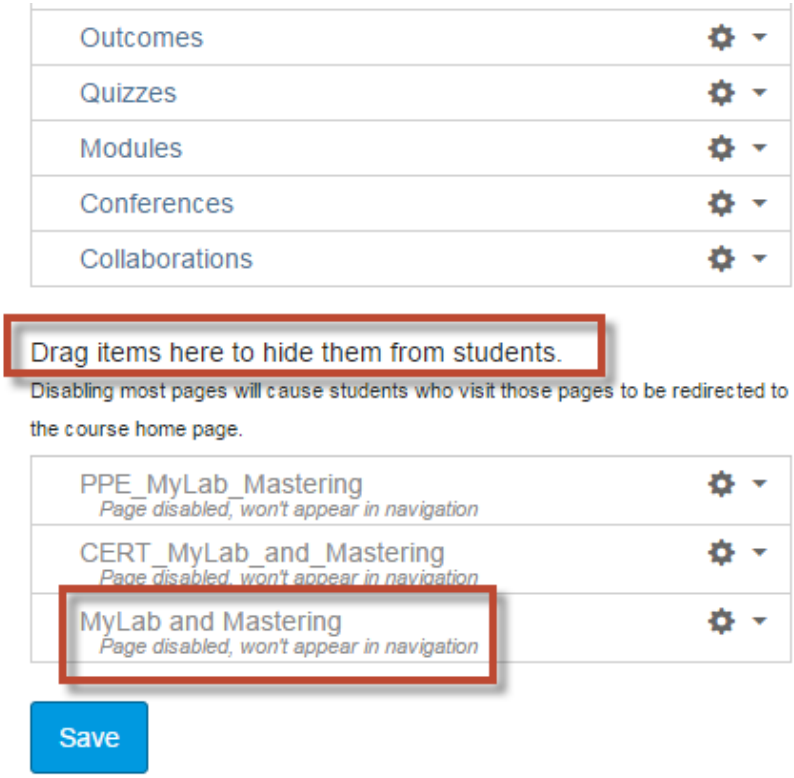
1. Enter your Canvas Course. In the left hand navigation bar, click on **Settings**.



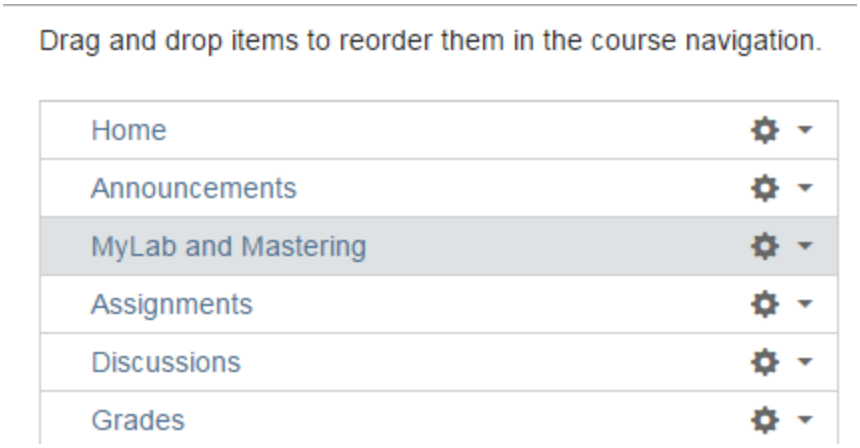
2. On the Settings page, click the **Navigation** tab at the top of this screen.



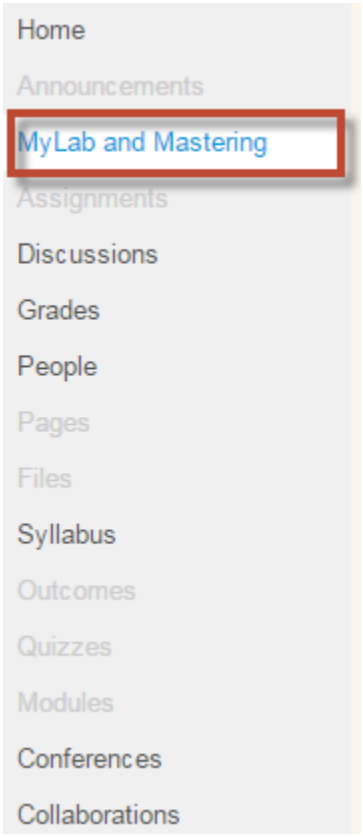
3. Scroll down to MyLab and Mastering under the Drag items here to hide them from students.



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.



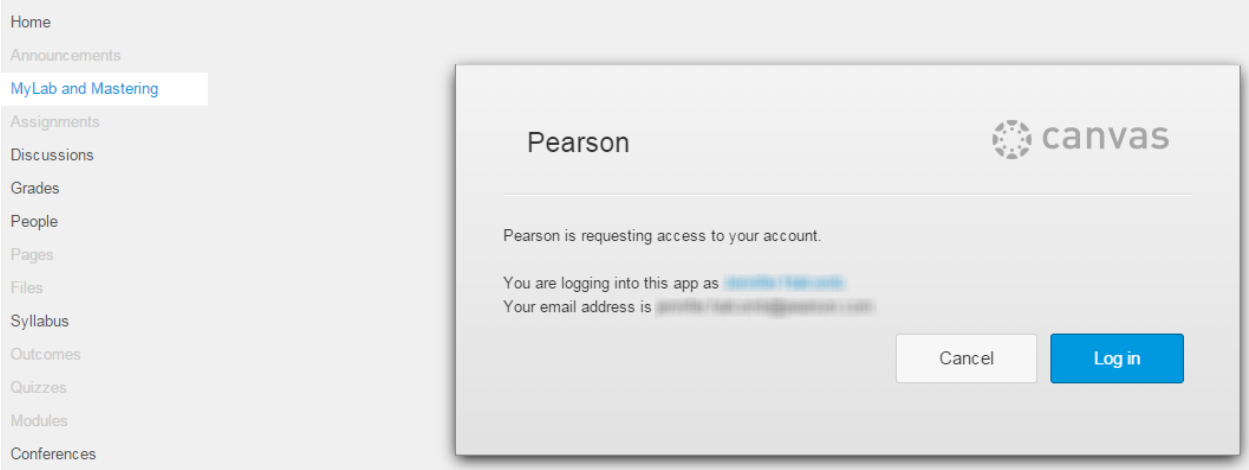
Module 2: Link your Canvas and Pearson Accounts

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.)

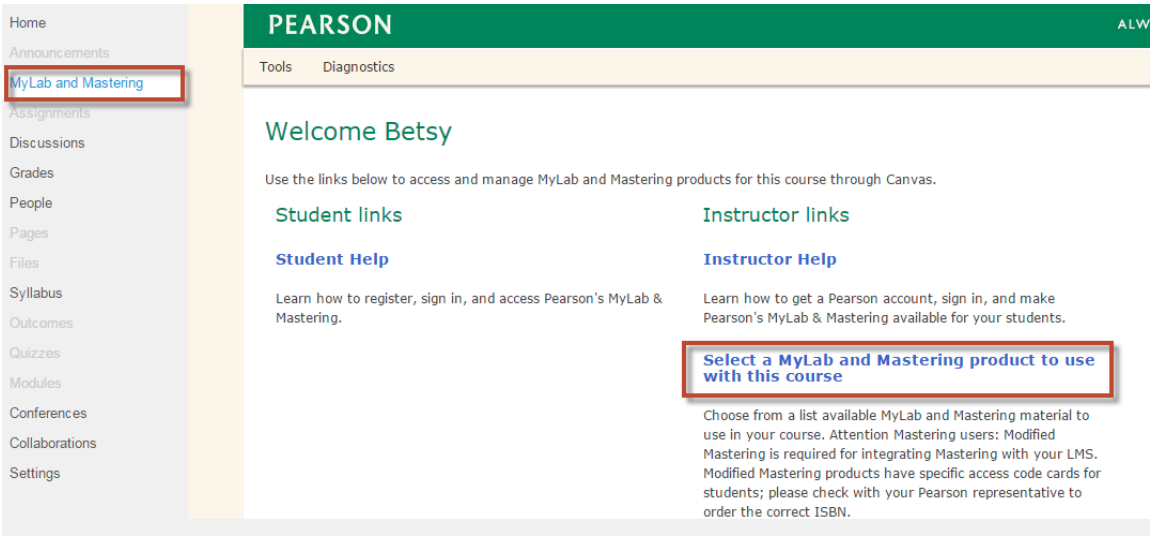
Video: Instructors: MyLab & Mastering for Canvas link user accounts and pair courses

Step-by-Step Instructions

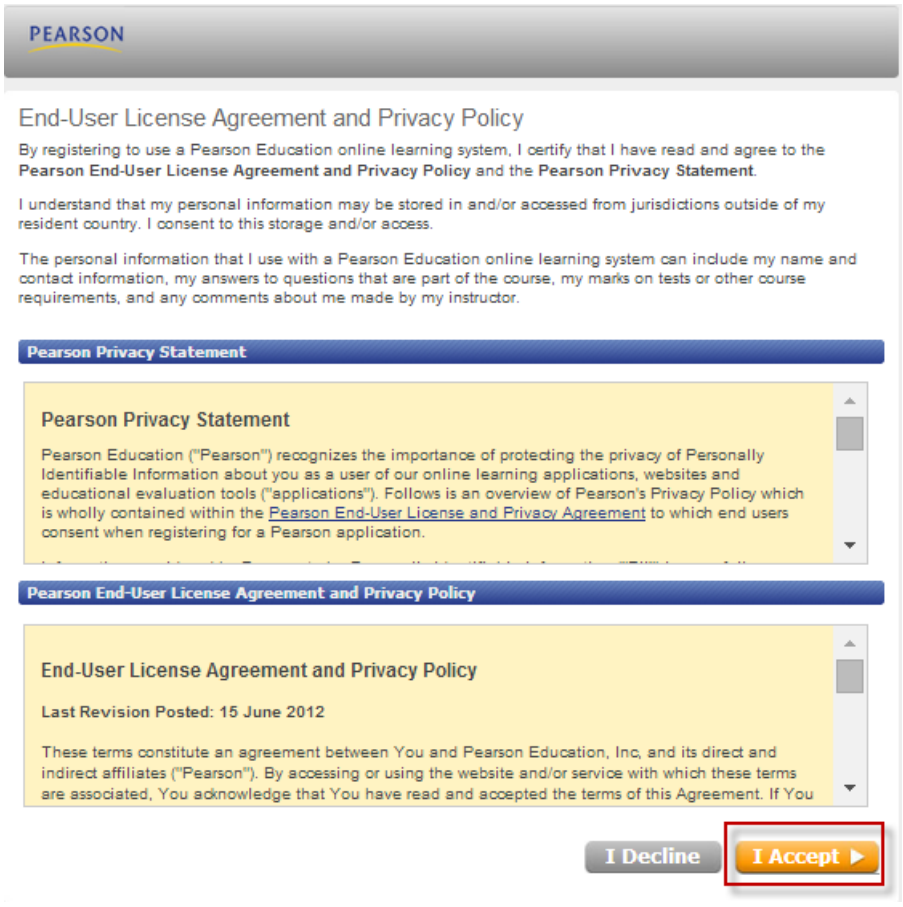
1. Click **MyLab and Mastering** in the course navigation menu.
2. Click **Log in** in the message box where Pearson is requesting access to your account.



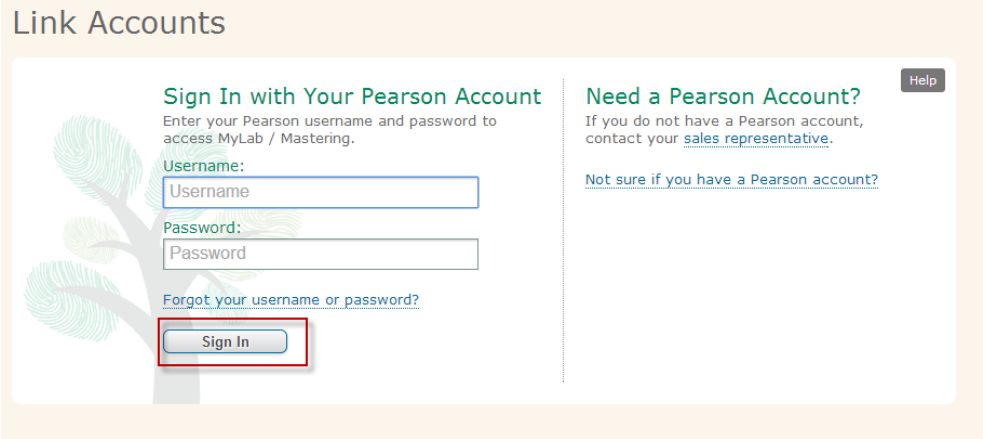
3. The Pearson tools page will now open. Click on Select a MyLab and Mastering Product to use with this course.



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

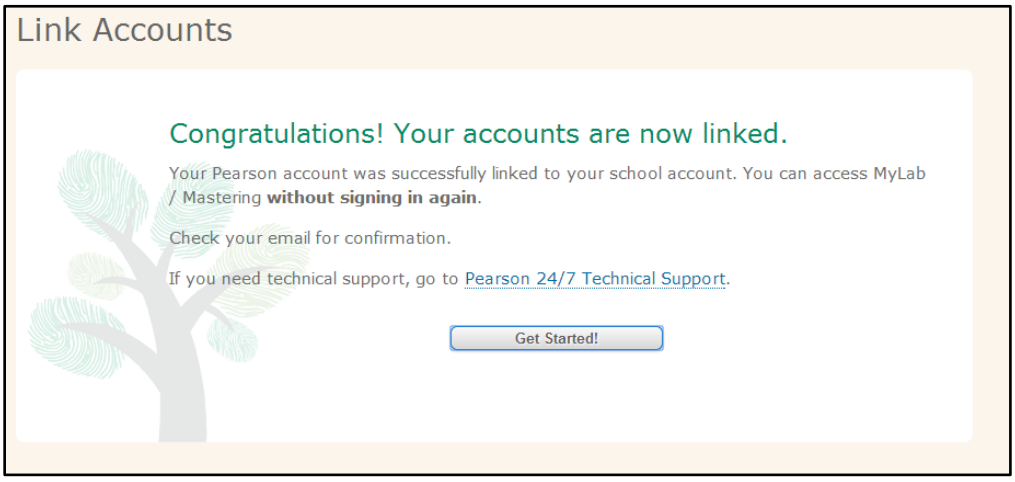


5. The Link Accounts page appears. Enter in your **Pearson** Username and Password and click **Sign In**.



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)

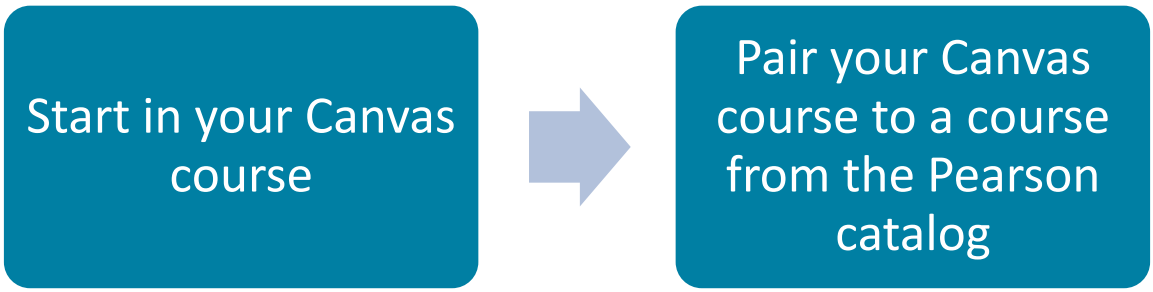
Scenario 1: Do you need to create a Standard Course?

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

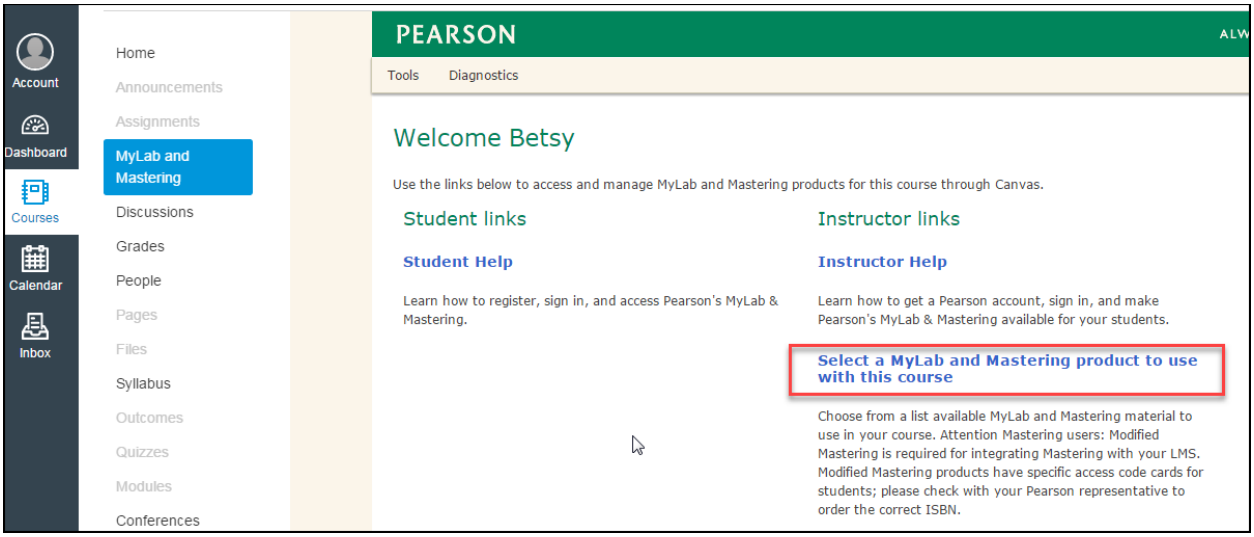


Video: Pairing Your Canvas Course with a Course from the Pearson Catalog

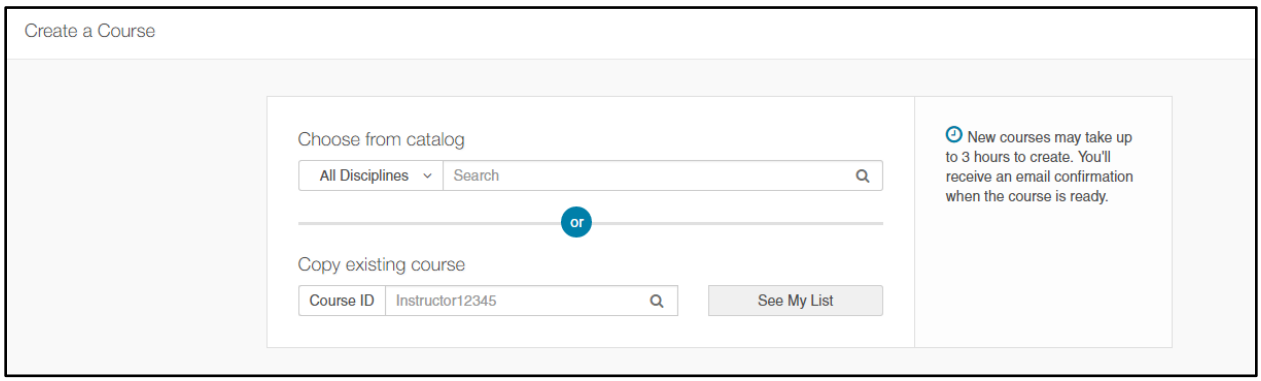
Step-by-Step Instructions

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

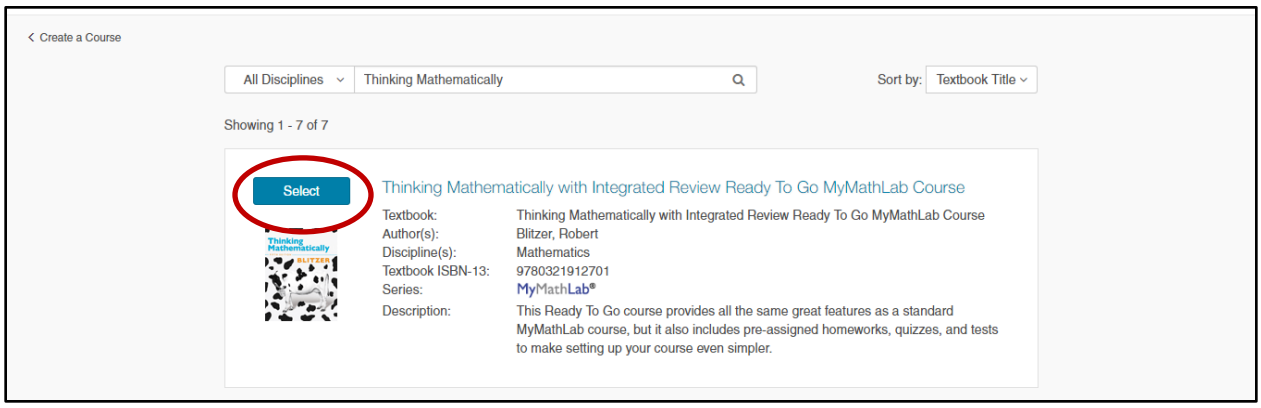
2. Click **Select a MyLab and Mastering product to use with this course** (if you have just linked your accounts and have clicked **Get Started**, you will be taken automatically to the screen in Step 3.)



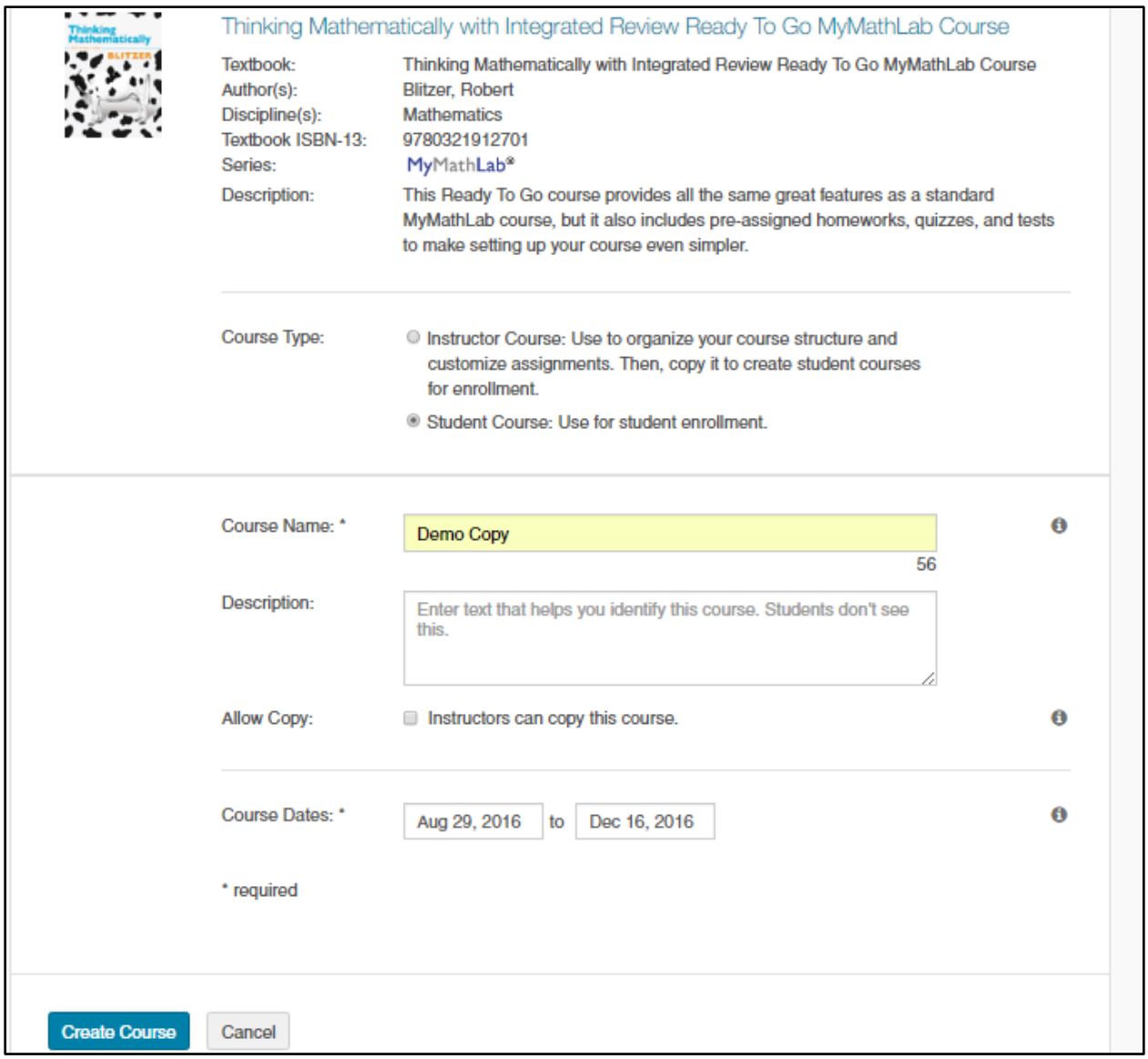
3. **Create** a new MyLab & Mastering course by entering an author's name, title of your book, ISBN, or a discipline (e.g., Math) in the **Search** field.



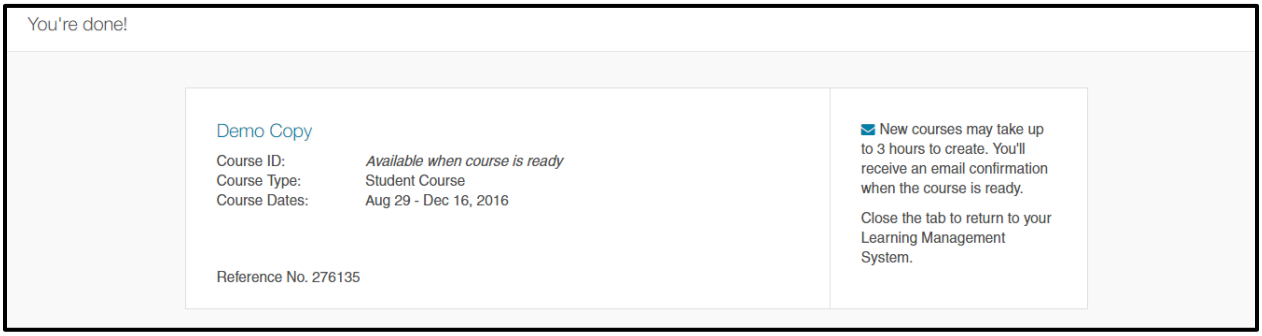
4. Once you have located your book, click the **Select** button. Make sure that you do this carefully! There may be different editions of your textbook listed, or the same materials with different release-dates listed. As a best practice, select the most-recent release to obtain the most up-to-date materials.



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.

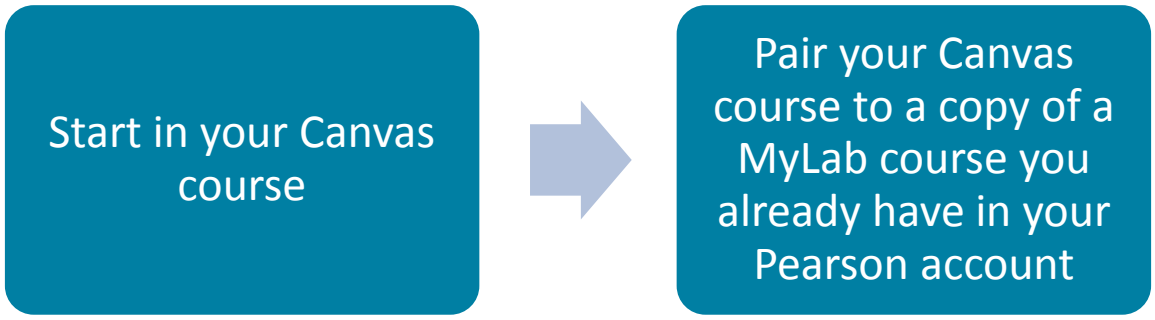


Note: It takes time for the course to set up. If you try to click into the paired MyLab course before it's finished processing, you'll receive a "course1" error message.

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.

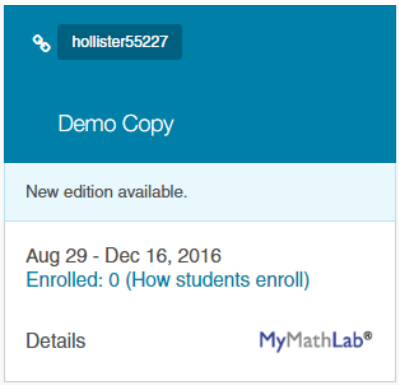
If you do not receive your email within a few hours, please check your junk or spam filter as the email might have gotten stuck in the filter. You don't have to stay signed in to Canvas during this process.

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.

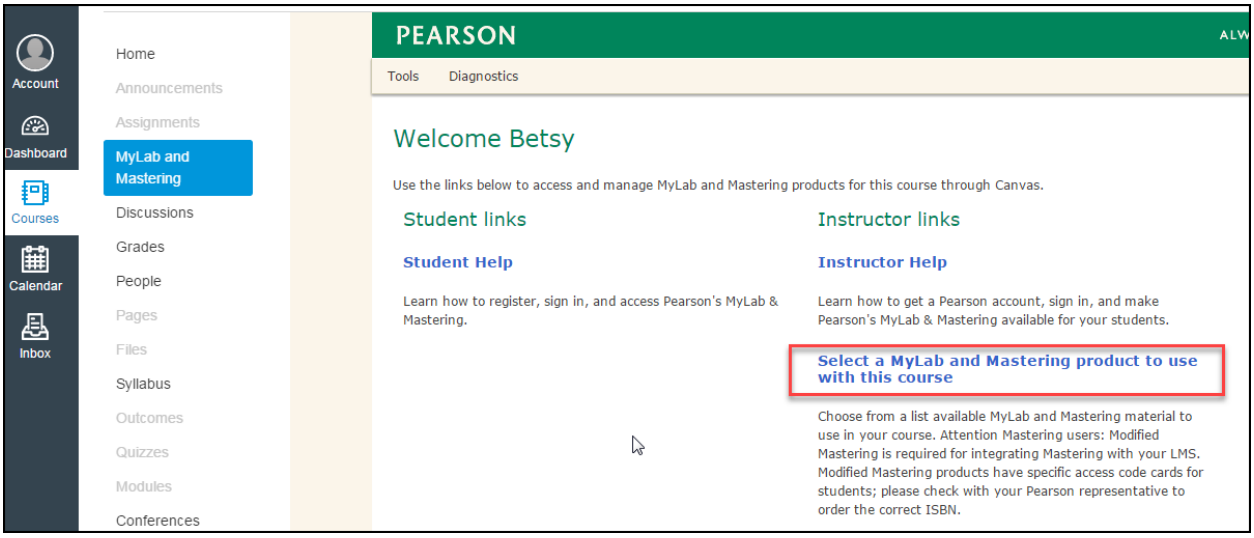


Video: Pairing Your Canvas Course with a Copy of an Existing MyLab & Mastering Course

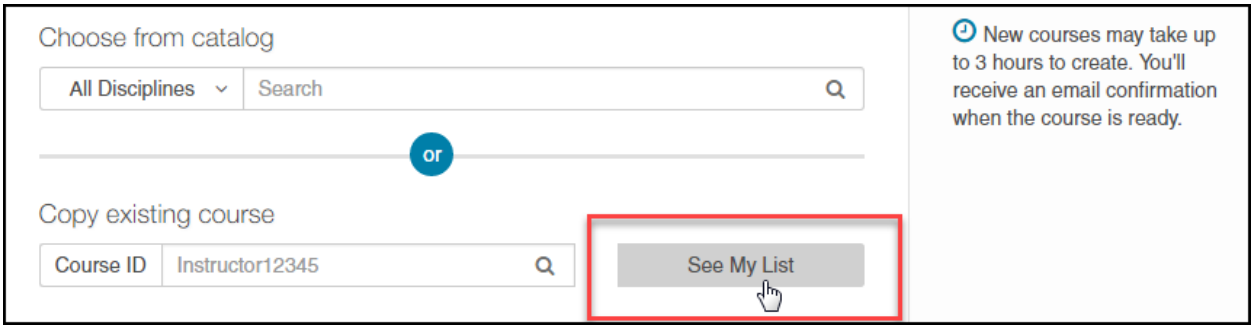
Step-by-Step Instructions

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

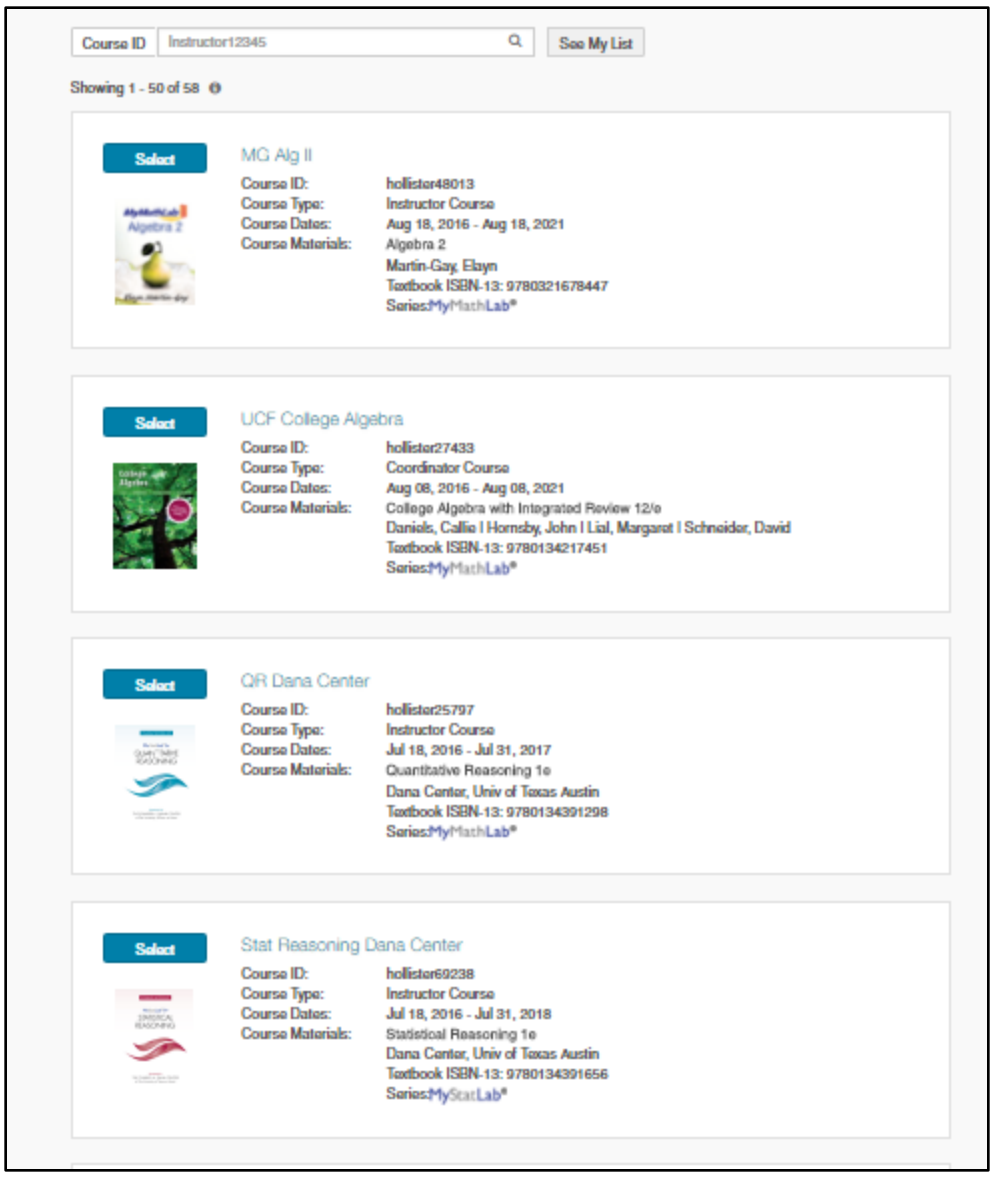
2. Click **Select a MyLab and Mastering product to use with this course** (if you have just linked your accounts and have clicked **Get Started**, you will be taken automatically to the screen in Step 3.)



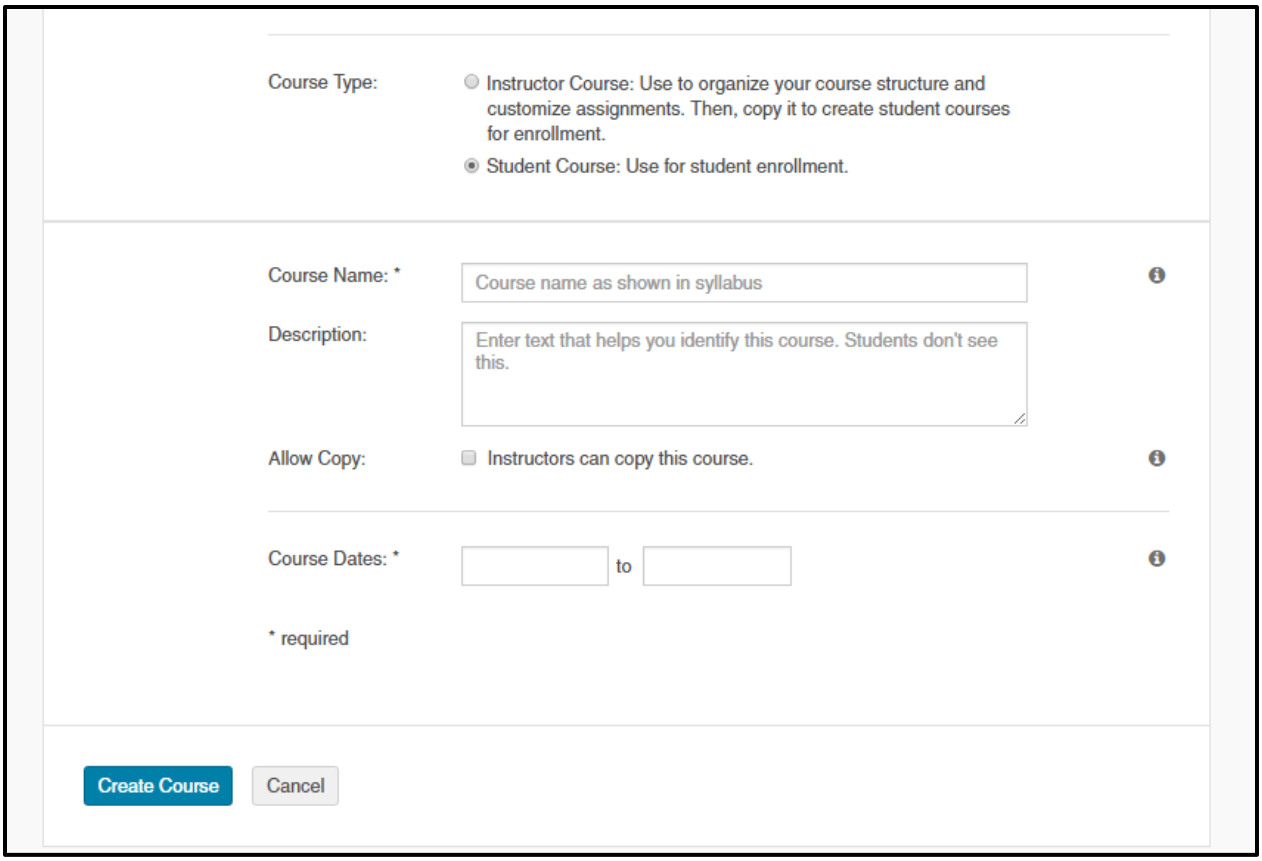
3. Scroll through your list of courses by selecting **See My List**.



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

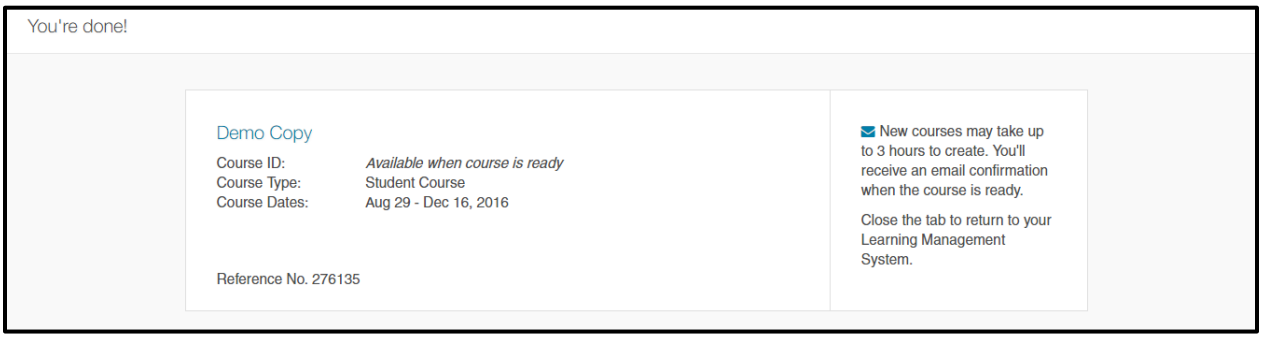


Note: If you have multiple courses in your Pearson account, be very careful to select the correct course to copy. Deleting the course pairing requires assistance from Pearson Customer Technical Support, should you pair the wrong MyLab to your Canvas course.



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.

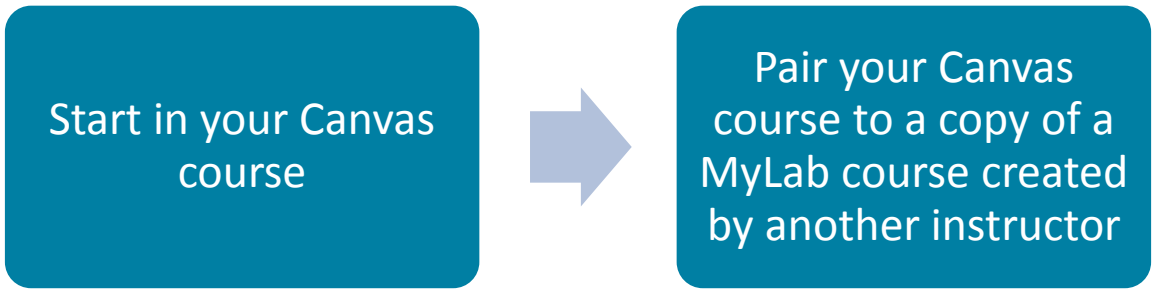


Note: It takes time for the course to set up. If you try to click into the paired MyLab course before it's finished processing, you'll receive a "course1" error.

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

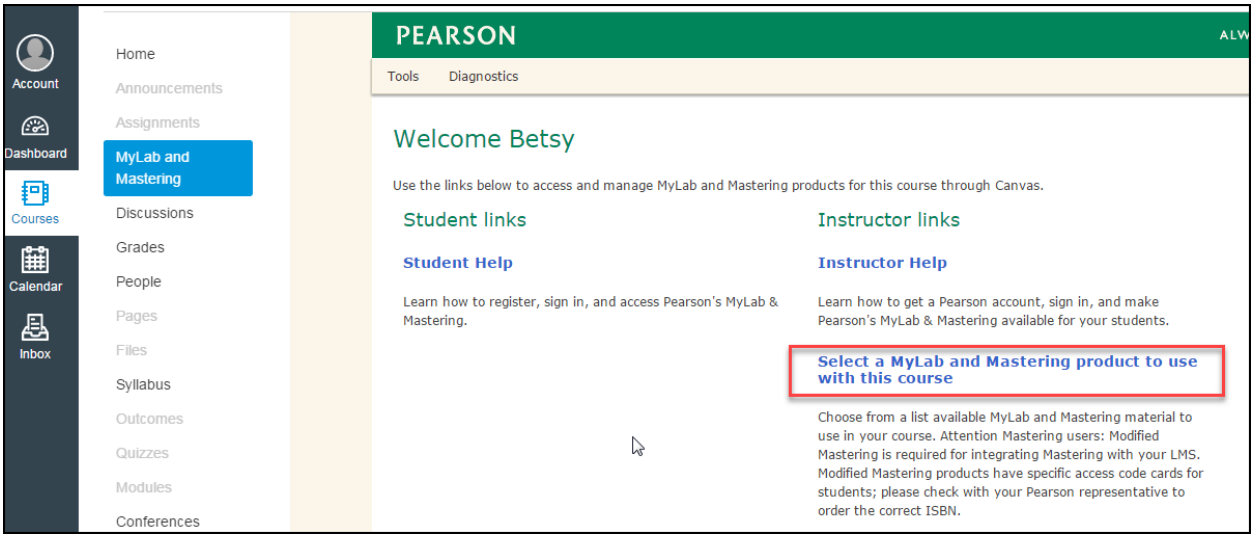


You can pair your Canvas course with a copy of another instructor's course, if that instructor has made the course available for copy, and has shared with you the Course ID. This is especially helpful if you are a new instructor, and someone has taught with the Pearson MyLab and Mastering course before,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

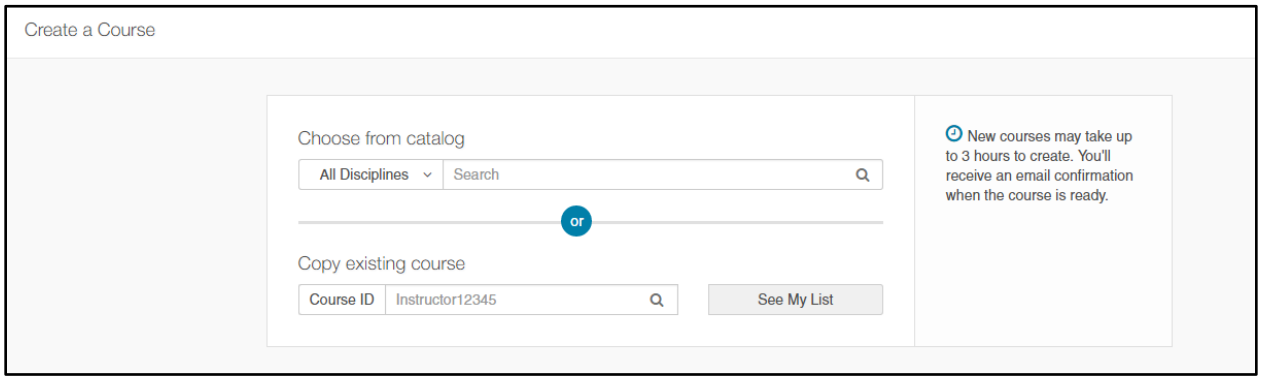
Video: Pairing Your Canvas Course with a Copy of an Existing MyLab & Mastering Course

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.)

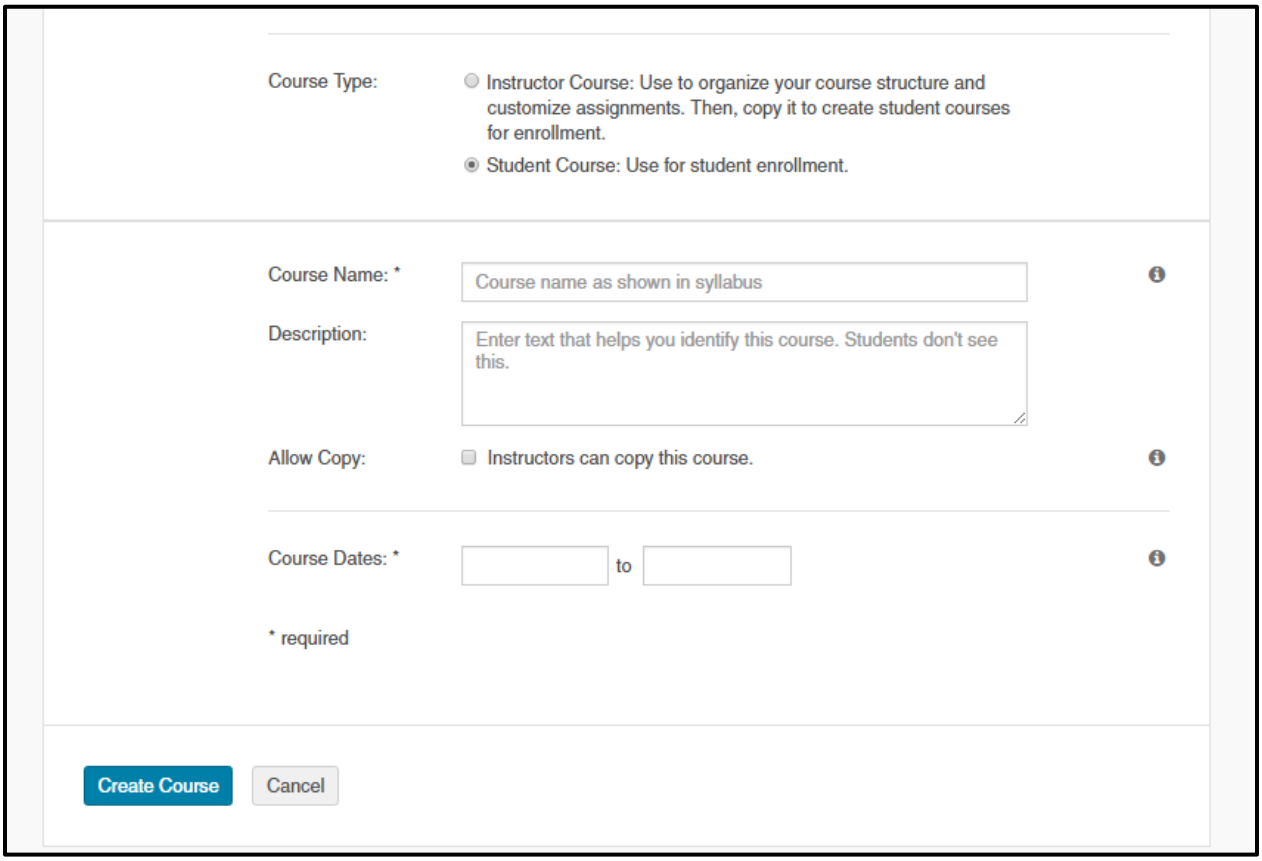
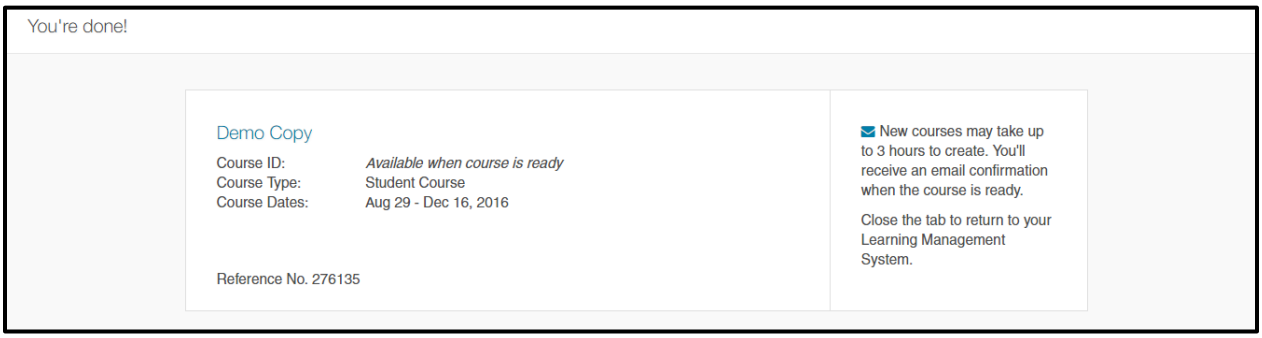


3. In the new window, enter your colleague's Course ID. Click **GO**.



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.