



Get started in Canvas with MyLab and Mastering through Instant Access Complete

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Priority Start Actions

Have a Pearson account

A Pearson account is needed to create a Pearson course. Verify your existing account at mlm.pearson.com or [create a new Pearson account](#).

Step 1: Prepare your course and open the Pearson Home page

Your LMS admin usually adds Instant Access Complete to your course. If needed, prepare your course for the integration. Then open the Instant Access Complete link in your course.

Prepare your course

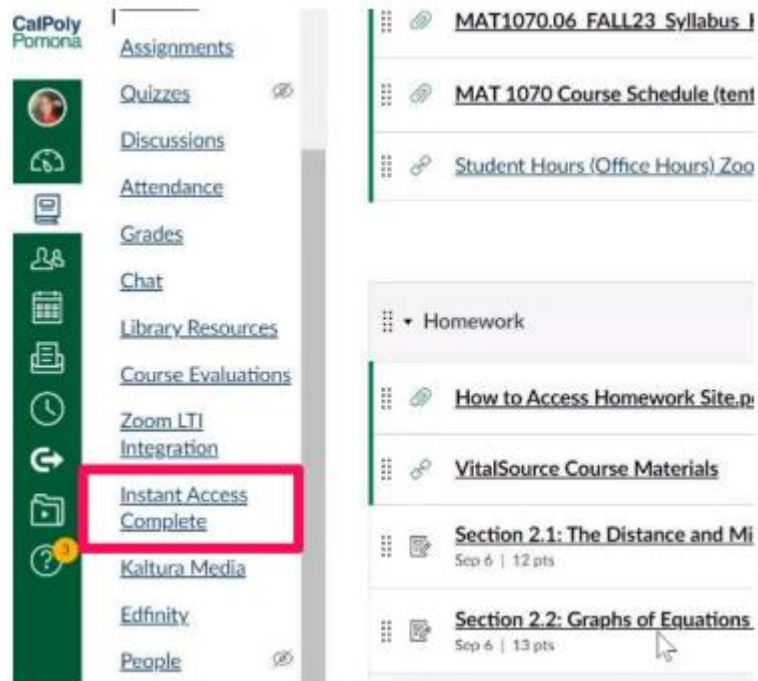
Make sure your course is ready for students.

Hide the MyLab and Mastering link

The MyLab and Mastering link for LTI 1.1 could confuse students. If it's in the LMS course navigation, hide the link from students and don't use the link to pair your LMS course with a MyLab and Mastering course. This helps prevent issues with student access and purchase.

Access your MyLab or Mastering content

1. Open your LMS course.
2. Locate and select the Instant Access Complete Module.



3. Select **Launch Courseware**. (Please note that your course materials no longer include separate etext so you will not see a 'Read Now' button)



For additional details, see [VitalSource Help](#).

Don't see your Instant Access Complete integration link or the right Pearson content? Contact your bookstore and notify your sales rep.

Step 2: Link accounts and pair courses

To open MyLab and Mastering from your LMS course, link your accounts once. Then pair your courses and set up assignments in your MyLab or Mastering course.

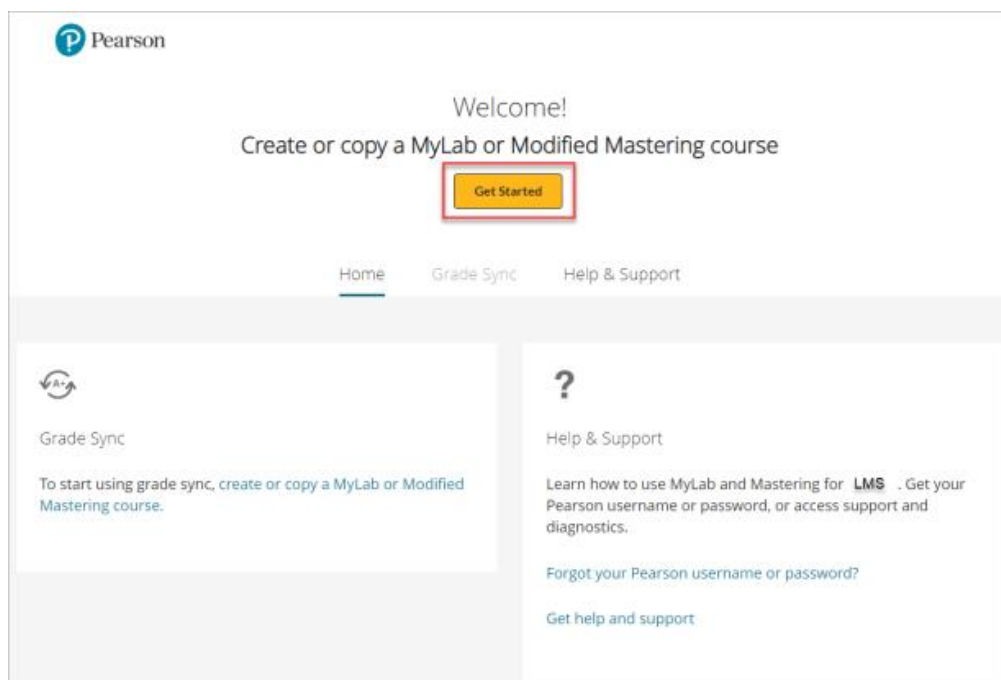


[Watch how to link accounts and pair courses](#)

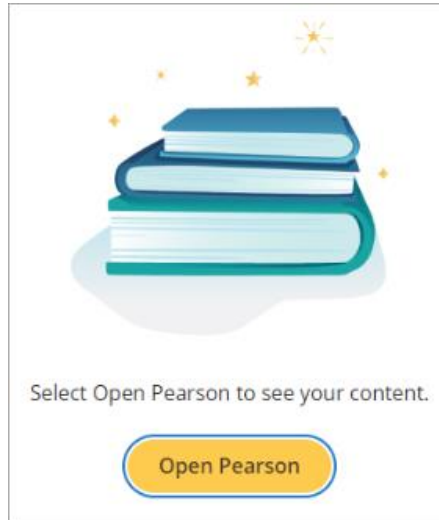
Link your accounts

If you're a section instructor or teaching assistant, see [Register as a section instructor or TA](#).

1. To open the Pearson Home page, select the Instant Access Complete link. [Don't see the link?](#)
2. Select **Get Started** to link your accounts.



3. Select **Open Pearson**.



[How to re-open your content](#)

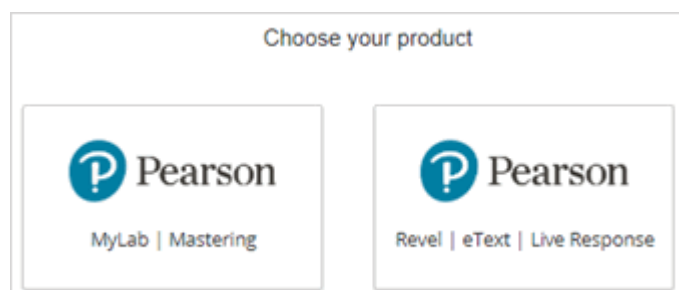
4. Agree to any authorization requests.
5. If prompted, enter the username and password from your existing Pearson instructor account and select **Link accounts**. If you don't have an account, select **Create an account**. You can only link one LMS account to one Pearson account.

A screenshot of a "Link your accounts" form. The form has a title "Link your accounts" and a help icon (question mark in a blue circle) in the top right corner. It contains two input fields: "Pearson username" with the value "Instructor1" and "Pearson password" with a masked password "....." and a "Show" button. Below the password field is a link: "[Forgot your username or password?](#)". At the bottom of the form, there are two buttons: a yellow "Link accounts" button and a blue "Create an account" button.

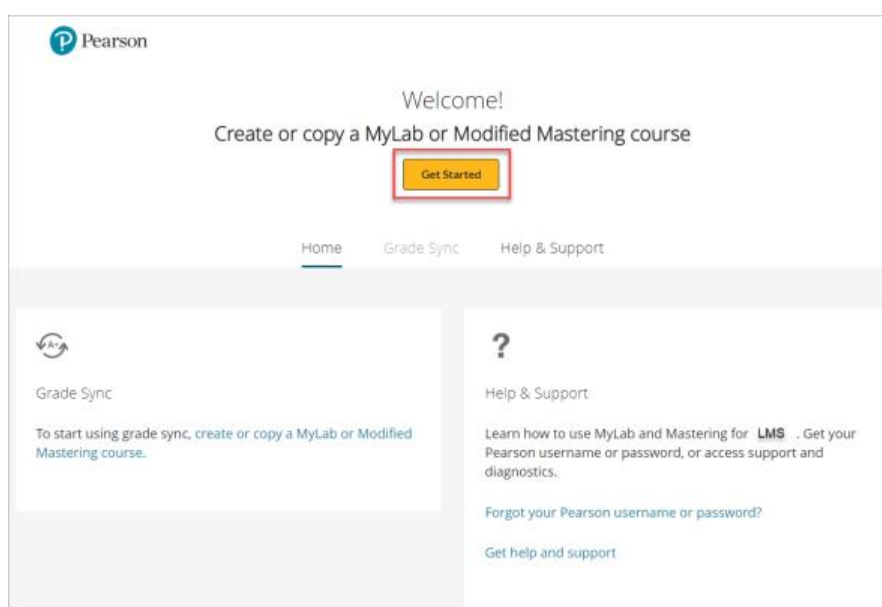
6. Select **Continue**.

A screenshot of a confirmation screen titled "Account created and linked". It has a help icon (question mark in a blue circle) in the top right corner. The text below the title reads: "You can access your Pearson product from your LMS without linking accounts again." At the bottom, there is a yellow button labeled "Continue".

If you're asked to choose your product, select **MyLab | Mastering**. (For Revel, eText, or Live Response, go to [Revel and Pearson eText for your LMS Help.](#)) Your selection is permanent and can't be undone.



7. Select **Get Started** on the Pearson Home page.



Not yet a validated instructor?

Select **Get Started** and follow the prompts to enter details about your role. Wait for a confirmation email.

8. Accept any authorization requests.

Pair your courses

Start from your LMS course to pair it with a new or copy of a MyLab or Mastering course.

Courses that aren't integrated with your LMS: You can't pair MyLab or Mastering courses created outside your LMS course such as from the MyLab

and Mastering website. However, you can pair copies of these existing MyLab or Mastering courses.

Coordinator courses: Don't pair a coordinator course with an active course with student enrollments.

1. To create or copy a MyLab or Mastering course, choose one of the options available to you:

- Choose **Select** to use the course materials provided to you.
- Enter a course ID to copy an existing course. For a member section in a course group, enter the course ID of the MyLab coordinator course.

[Need to find the course ID?](#)

The screenshot shows the Pearson 'Create a Course' interface. At the top, there is a Pearson logo and user information: 'Hi, Educator Account', 'Sign Out', and 'Help'. The main heading is 'Create a Course'. Below this, there is a 'Select' button and a preview of a textbook cover for 'Engineering Mechanics: Statics & Dynamics 15th Edition' by Hibbeler, R.C. The preview includes the following details:

- Textbook: Engineering Mechanics: Statics & Dynamics, 15th Edition
- Author(s): Hibbeler, R.C.
- Discipline(s): Engineering
- Textbook ISBN-13: 9780134867243
- Series: **Mastering Engineering**
- Description: This Modified Mastering course provides access to Mastering and offers additional tools including email and discussions. Modified Mastering products have specific access code cards for students; be sure to check with your Pearson representative to order the correct ISBN.

Below the preview, there is a note: 'New courses may take up to 6 hours to create. You'll receive an email confirmation when the course is ready.' Underneath, there is a section titled 'Prefer to copy an existing course based on this material?' with the instruction 'Enter the course ID for the existing course.' A search box contains the text 'Instructor12345' and a search icon.

2.

3. To enable students to enroll in the course, select **Student-use Course**.

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

* Required

Institution
Select your institution

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

All dates start and end according to Eastern Time (ET).

Allow Copy ⓘ
 Instructors can copy this course

Cancel Create course

4. Enter the course name and description. Use something specific for the name like your term and class section. This helps you quickly identify the course later.
5. Select the course dates.
 - Students who try to register before the start date get a [course2](#) error.
 - Students can no longer open the Pearson course on the course end date (Eastern Time, US). Set a date after the last re-take opportunity for the final exam.
6. Select whether to allow other instructors to copy your course using your course ID. You can change this setting later.

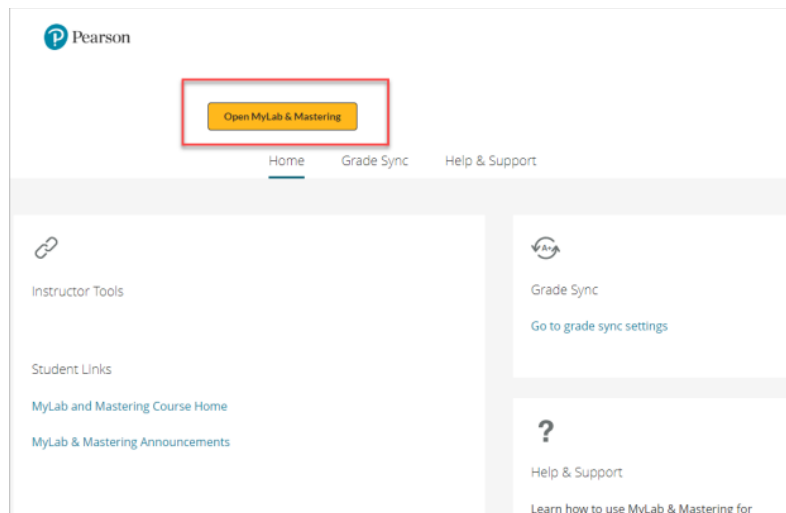
Allow Copy ⓘ
 Instructors can copy this course

7. Select **Create course**. You'll see a confirmation message.
8. Wait for email confirmation your course is created. This might take up to 3 hours.
9. Close the browser tab, and return to your LMS course.

Next, set up assignments.

Set up assignments

1. To open the Pearson Home page, select the Course Materials, Access Courseware, or Launch Courseware link. [Don't see the link?](#)
2. Select **Open Pearson**.
3. Select **Open MyLab & Mastering**.



4. Make sure assignments are set up in your [MyLab](#) or [Mastering](#) course. Assign due dates in your Mastering course. Manage due dates only from your MyLab or Mastering course, not your LMS course.

To successfully sync grades and open assignments, make sure assignment names are fewer than 128 characters. Avoid UTF-8 or these characters \ / " * < > + = | , % ! &

Using the Mastering platform update? [Learn about differences in how assignments are handled.](#)

5. Return to your LMS course.

Next, pair your courses.

Next, add assignment or tool links or get students started.

Step 3: Add assignment, course tool, or eText links

Optionally, you can add links that students use to open MyLab or Mastering assignments, course tools, such as Grades, or eText (also called eTextbook) from your Canvas course. [Learn how assignment, course tool, or eText links function.](#)

Prerequisites: First pair your MyLab or Mastering and Canvas courses and set up assignments in your MyLab and Mastering course.

[Transitioning your course from the MyLab and Mastering integration \(LTI 1.1\) to the Access Pearson integration \(LTI 1.3\)?](#)



[Watch how to add assignment links](#)

You can automatically create all assignment links or manually add specific assignment, course tool, or eText links.

Automatically create all assignment links

If available, automatically create links for all your assignments by syncing grades and then adding the links to your modules. [Want to add specific assignment, course tool, or eText links?](#)

1. [Sync grades](#) to make links available. Make sure you select the assignments you want to add as links.

After you sync grades, links appear by default in the Canvas Assignments content area. You might need to wait a short while.

2. Add the links to a Canvas assignment in a module such as MyLab and Mastering Assignments. (See [Canvas Help](#) for how to add content to modules.)

3. Open MyLab and Mastering assignments from within your Canvas course. You might need to refresh the page. Select a link and then **Open Pearson** to open the link in a new browser tab or window.

Manually add assignment, course tool, or eText links

Choose how you'd like to manually add links.

[Add assignment, course tool, or eText links to a module](#)

[Add assignment, course tool, or eText links from the assignments list](#)

[Add an assignment, course tool, or eText link to a content area](#)

[Return to top](#)

Step 4: Get students started

[Student access and payment](#)

[Multi-semester or sequential courses](#)

[Course ID or invite links](#)

[Student View in the Access Pearson integration](#)

Student resources

Share registration instructions and other resources with your students early so they can immediately engage with course materials. We suggest copying and pasting these URLs into an email to students before classes start or your syllabus. Another option is to add these URLs as links in a getting started section of your Canvas course. See [Canvas Help](#) for how to add links.

- **Student Help:** <https://help.pearsoncmg.com/integration/cg/student/>
- **Video:** [How to register for MyLab and Mastering from an LMS](#)
- **PDFs**
 - [VitalSource](#)

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Step 5: Sync grades

Sync grades one-way from your MyLab or Mastering course to your Canvas course. [Learn how grade sync works.](#)

Calendar: You need to sync grades to see assignment due dates in the Canvas calendar.



[Watch how to sync grades](#)

Prepare for grade sync in your MyLab or Mastering course

1. [Access the Pearson Home page](#) and select **Open Pearson**.
2. Select **Open MyLab & Mastering**.
3. In your MyLab and Mastering course, turn on any grade settings and create assignments that meet the guidelines below. If needed, set availability/due dates and choose grade sync settings.

Guidelines: To avoid problems opening MyLab and Mastering courses and syncing grades, make sure names, including course and assignment names, and settings don't have UTF-8 and these special characters: \ / " * < > + = | , % ! &

Depending on your [MyLab and Mastering platform](#), there are different ways to prepare for grade sync.

[Mastering](#)

[MyLab](#)

[MyLab IT and World Languages](#)

Next, return to your LMS course to set up grade sync.

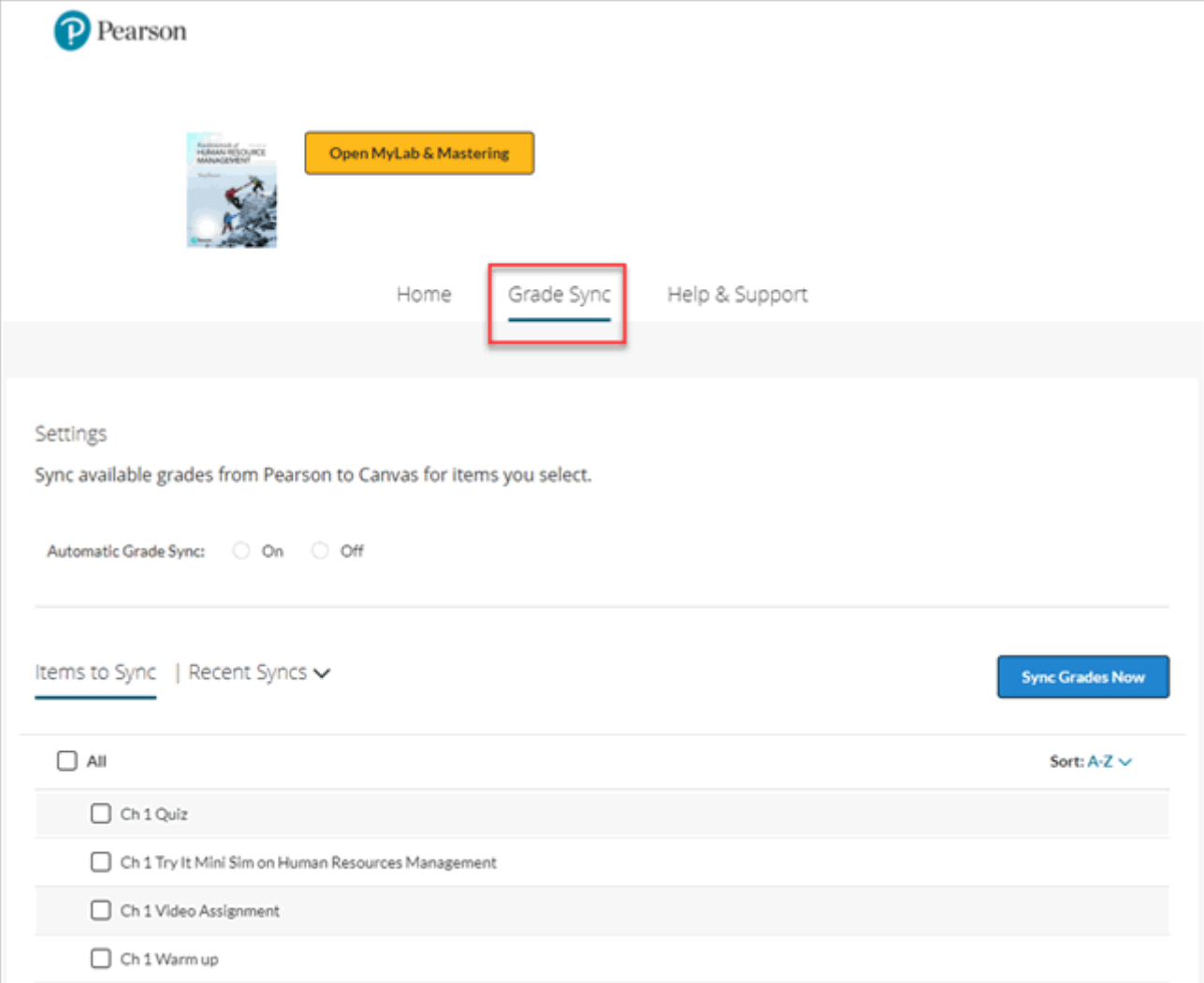
Set up grade sync from your Canvas course

Notifications: Before you turn on automatic grade sync, we recommend changing your course settings to avoid seeing a lot of notifications. Change all

individual notifications for course activities from **Notify Immediately** to **Daily summary** or **Weekly Summary**. See [Canvas Help](#) for instructions.

Prerequisite: To avoid problems opening your MyLab or Mastering course and syncing grades, make sure names and settings in your LMS course don't have UTF-8 and these special characters: \ / " * < > + = | , % ! &

1. [Access the Pearson Home page](#) and select **Open Pearson**.
2. Select **Grade Sync**.



The screenshot shows the Pearson Grade Sync settings page. At the top, there is a Pearson logo and a navigation bar with links for Home, Grade Sync (highlighted with a red box), and Help & Support. Below the navigation bar, there is a section for 'Settings' with the text 'Sync available grades from Pearson to Canvas for items you select.' Underneath, there are two radio buttons for 'Automatic Grade Sync': 'On' and 'Off'. The 'Off' radio button is selected. Below this, there is a section for 'Items to Sync' with a dropdown menu for 'Recent Syncs' and a 'Sync Grades Now' button. A list of items to sync is shown with checkboxes, including 'All', 'Ch 1 Quiz', 'Ch 1 Try It Mini Sim on Human Resources Management', 'Ch 1 Video Assignment', and 'Ch 1 Warm up'. A 'Sort: A-Z' dropdown is also visible.

3. To automatically sync grades as they become available, select **On** for **Automatic Grade Sync**. This doesn't sync past grades. (If **Off** is selected, MyLab and Mastering grades only sync to your LMS when you select **Sync Grades Now**.)

Automatic Grade Sync: On Off

Regardless of whether automatic grade sync is turned on, use **Sync Grades Now** anytime to manually sync all existing grades, including grades available before you turned auto sync on.

Sync Grades Now

4. Make selections in the Items to Sync list. You might need to wait up to 15 minutes after you set up grade sync to see these items.

Items to Sync	Recent Syncs
<input type="checkbox"/> All	
<input checked="" type="checkbox"/> Ch 1 Quiz	Auto sync enabled
<input checked="" type="checkbox"/> Ch 1 Try It Mini Sim on Human Resources Management	Auto sync enabled
<input type="checkbox"/> Ch 1 Video Assignment	

5. Select **Sync Grades Now** to create links for any assignments and to initially populate the LMS gradebook.

Sync Grades Now

See also: [Get diagnostics](#)

Learn More

Learn more about teaching with your Pearson course through:

[MyLab and Mastering quick start guides and webinars.](#)

[Help.](#)

Have accessibility questions? Email disability.support@pearson.com.

Contact [Pearson Support](#).

