Canvas Instructor Quick Start Guide

This guide only applies to MyLab, Modified Mastering, and NCCERconnect courses integrated with Canvas.

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Prepare the Canvas course

You’ll need a Pearson account and a Canvas 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 MyLab and Mastering in the Canvas left menu. Select Get Started.

If prompted, read and agree to the license agreement by selecting I Agree. Sign in with your Pearson account. Your Pearson account is now linked to your Canvas account. This account linking is a one-time process. Select Get Started.

If you do not see MyLab & Mastering on your Canvas left menu, add it to Canvas course navigation by selecting Settings > Navigation, then dragging MyLab and Mastering to the course menu and selecting Save.
Add a Pearson course

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

Steps

1. 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.

2. MyLab IT courses paired with Canvas must be copied from an existing coordinator course.

3. 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.

You’re done! Your course is being created and will be ready to go shortly.
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 your LMS or by signing into your Pearson portal.

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 Canvas course.
Set Up Automatic Grade Sync

After students enroll from within your Canvas 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 MyLab and Mastering in the Canvas course

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

To sync grades without waiting for the next automatic grade sync select “Sync Grades Now”. When your items and grades have successfully synced, Canvas displays an Items synced message. Go to the Canvas Assignments or Grades pages to see the synced items and grades. Students are able to open Pearson assignments from the Canvas assignments page after the first grade sync.

- 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 Canvas. Let your students know there may be a short (15-30 minute) delay between finishing/submitting an assignment and their grades updating in the Canvas Grades page.

Grade Synced MyLab IT Assignments are always available to students. Only sync MyLab IT Assignments once students should have access to them.
Courses

I’ve already setup my course outside of Canvas; can I integrate with that course?
You cannot pair your Canvas course with a Pearson course you already have in your Pearson account. However, you can make a copy of that course through Canvas and it will contain any customizations you made in the existing course.

I integrated my course with Canvas before; can I re-use that course?
If you've used integration in the past, you can copy a previously paired Canvas course. After copying the Canvas course, pair it with a copy of a Pearson course.

Should I copy my Pearson assignments from my old Canvas course?
We recommend you do not copy Pearson assignment items from one Canvas course to another. If you do, you must delete old Pearson assignment items in the new Canvas 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 Canvas. Copy this course for all your Canvas sections. Instructor courses are not for student enrollment and we recommend using them for template only.

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 Canvas 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 Canvas?
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 Canvas.

Will Pearson assignment due dates show on the Canvas calendar?
Assignment due dates flow to the Canvas calendar if they are present when the first grade sync occurs and do not update automatically if you update a due date within the Pearson course.

How can I reduce the number of Pearson assignments available to sync to Canvas?
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.
Depending on the MyLab system you’re using, the process for limiting grade sync assignments will vary:
Process for MyLab courses using the XL system.
Process for MyLab courses using the Pegasus system.

Can Learning Catalytics grade sync?
You can transfer Learning Catalytics scores to the Pearson gradebook and then to Canvas. 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 Canvas.