Pearson Customer Experience is committed to helping you achieve measurable gains in teaching and learning outcomes with our digital products and services. Our product training curriculum is informed by the experiences of the thousands of educators who have successfully implemented our digital products to documented results.

Our product training curriculum is organized into three courses, Beginning, Intermediate and Advanced, with each course containing multiple lessons and best practices specifically designed to help you and your students get the most out of that Pearson digital product. This modularized approach gives us the flexibility to offer you the training you need in the method that works best for you.

Questions or ideas for enhancing our training offerings? We’d love to hear from you: customerexperience@pearson.com.

Discover new ideas and break through the barriers to teaching and learning. Together.

Training Icon Key
Throughout this catalog you’ll see a series of clickable icons to connect you with the available training session or resource for that section of the curriculum.

Over 5,000 educators have joined our growing network of online faculty communities -- Connect with your peers for advice, best practices and to exchange syllabi and lecture notes.

Live, Online Training Sessions led by an advanced user and experienced member of the Pearson Faculty Advisor Network and/or a Customer Experience Program Manager who will also share personal success stories and best practices.

Interactive Training Guide presents the training material in an engaging environment with screen shots and embedded videos or simulations. The guide is downloadable, printable, searchable and shareable.

Get Certified! Enroll in the Self-Paced Training Courses and work through our training curriculum at your own pace. Assessments and capstone projects are included to certify your preparedness to teach with the program.

Customer Experience is committed to helping you achieve measurable gains in teaching and learning outcomes with our digital products and services. Our product training curriculum is informed by the experiences of the thousands of educators who have successfully implemented our digital products to documented results.
# Table of Contents

## COURSE SYLLABI

### Business
- MyAccountingLab
- MyBCommLab
- MyBizLab
- MyFinanceLab
- MyManagementLab
- MyMarketingLab
- MyMISLab
- MyOMLab

### Careers
- MyAutomotiveLab
- MyCulinaryLab
- MyHospitalityLab
- MyHVACLab
- MyLegalStudiesLab
- MyServSafeLab
- MyWeldingLab

### Computer Science
- MyProgrammingLab

### Criminal Justice
- MyCJLab

### Economics
- MyEconLab

### Education
- Digital Library
- MyEducationLab

### Engineering
- MasteringEngineering
- MyEngineeringLab

### General Studies
- MyFoundationsLab

### Health Professions
- MyHealthProfessionsLab
- MyMedicalTerminologyLab

### Information Technology
- MyITLab for Office 2010
- MyITLab for Office 2013

### NCCER
- NCCERConnect

### Nursing
- MyNursingLab
- ReadyPoint Nursing
- RealEHRPrep
- The Neighborhood 2.0

### Student Success
- MyStudentSuccessLab
MyBRADYLab is a dynamic program designed to support the way today’s EMS and Fire Science students learn and instructors teach.

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**101-Beginning Training**

This Beginning session introduces best practices and strategies to get instructors up-and-running quickly and easily with MyBRADYLab. Focus is on setting up the first course, assigning study plan, and measuring student performance. In addition, participants will learn about the main components of the course along with basic customization techniques.

*1.25 CREDIT HOURS*

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**Get to Know MyBRADYLab**

Lesson objectives include—meeting system requirements, identifying goals to ensure success, and measuring success, and finding help and support.

**Portal Page**

Lesson objectives include—creating an instructor account and signing in to MyBRADYLab.

**Create your Account and Sign In**

Lesson objectives include—linking your course to Blackboard Learn (if applicable) and creating your course in MyMedicalTerminologyLab.

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**Help Students Register and Enroll**

Lesson objectives include—finding getting started documents in details, sharing Pearson Students Facebook page, and locating student support tab.

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**Manage Roster**

Lesson objectives include—finding course roster, dropping students from roster, understanding temporary access, and adding section instructor.

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**201-Intermediate Training**

This Intermediate session focuses on strategies to customize and move to a deeper level of usage. In particular, participants will learn how to add their own materials and assignments to the course.

*1.0 CREDIT HOURS*

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**Using the Modify Menu Light Box**

Lesson objectives include—understanding the settings tab and using the add & arrange, restore and style tabs.
201-Intermediate Training continued

**Add a Content Page**
Lesson objectives include—determining if item will be gradable or for submission and adding text, images, or links to a content page.

**Add a Threaded Discussion**
Lesson objectives include—adding menu item and assigning points, adding topic, and managing discussion.

**Add Documents (Upload Content Item)**
Lesson objectives include—determining if item will be gradable or for submissions and uploading a PDF or a Microsoft Office document as a menu item.

**Add Gradebook Only Item**
Lesson objectives include—identifying offline assignments to record in the gradebook and identifying where in the gradebook the items should be.

**Add an Assessment (Quiz, Test, or Homework)**
Lesson objectives include—writing your own questions, importing questions from TestGen, managing assessment, and using pre-built chapter test.

**Add Linked Content**
Lesson objectives include—copying and pasting a URL, replacing a URL, and learning alternatives for YouTube videos.

**eText—Deeper Integration**
Lesson objectives include—creating a custom course, enrolling students, sharing notes, and using the Whiteboard.

**Click an icon to access the available training options for the Intermediate Curriculum:**
MyAccountingLab is web-based tutorial and assessment software for accounting that gives instructors the flexibility to make technology an integral part of their course, or a supplementary resource for students.

101-Beginning Training
This course is designed to give you an overview of your Pearson MyLab course from a student’s perspective as well as basic instruction to get you up and running for the start of the term. You will learn the main components of the Pearson MyLab system as well as best practices to enhance your course.

2.0 CREDIT HOURS

Getting Ready to Begin
Lesson objectives include—preparing your machine for work on the Pearson MyLab program, understanding where to go for support during the term, and signing up for product updates, system status updates, and best practices.

Creating your Course and Notifying your Students
Lesson objectives include—creating a course from scratch, setting up and managing a course group, setting your course according to standards, adding section instructors, understanding student registration process, and providing course information to your students.

Navigating your Course and Modifying the Course Home Page Settings
Lesson objectives include—understanding both the student and instructor views, learning how to modify/edit your course home page, uploading your course syllabus, and learning how to assign a TA or other section instructor.

Create an Announcement
Lesson objectives include—understanding how to create an announcement and emailing an announcement.

Create a Homework Assignment
Lesson objectives include—creating a homework assignment from scratch, understanding the default settings for a homework assignment, and assigning Chapter 0.

Create a Quiz/Test
Lesson objectives include—creating a quiz/test from scratch and understanding the Save for Later option and limiting the number of attempts at the quiz/test.

The Study Plan
Lesson objectives include—customizing the mastery settings, access options, and coverage and scoring options for the study plan.

The Gradebook
Lesson objectives include—Learning about the types of reports available in the gradebook, learning how to analyze student grades, understanding how to modify a student grade, and learning about the search and email feature within the gradebook.

Dynamic Study Modules (optional)
Lesson objectives include—utilizing the new dynamic study modules (available in only some courses)

Blackboard Learn Integration Training (optional)
Lesson objectives include—linking Blackboard and Pearson login credentials, linking your Blackboard course with your Pearson MyLab course, and adding Pearson content to your Blackboard course.

Note: If your school has installed the Blackboard Building block and you have decided to use the single-sign on integration, you must complete this training first. It will add to the total length of your training time. Course creation must begin with Blackboard—you cannot link to an existing Pearson MyLab course.

Click an icon to access the available training options for the Beginning Curriculum:
102-Intermediate Training
This course will focus on strategies for using Pearson MyLab in a more integrated, effective way. In particular you will learn how to use and customize homework assignments, quizzes, tests, and the Gradebook. This course will also cover question types specific to your MyLab program.

2.0 CREDIT HOURS

Customize the Question Options for Assignments
Lesson objectives include—customizing the question options for an assignment, creating an assignment using different question types, and using question pools in a quiz or test.

Customize the Settings for Homework Assignments
Lesson objectives include—customizing scoring options, access controls and presentation options for a homework assignment.

Customize the Settings for Quizzes and Tests
Lesson objectives include—customize access controls, presentation options, and review options for a quiz/test.

Customize your Gradebook
Lesson objectives include—customize the display options and course roster in your Gradebook.

Change Assignment Settings
Lesson objectives include—changing setting for multiple assignments and changing assignment settings for individual students.

Manage Assignments
Lesson objectives include—setting prerequisites for an assignment and reordering and deleting assignments.

Communicate Online with Students
Lesson objectives include—using the email and discussions course tools.

Click an icon to access the available training options for the Intermediate Curriculum:

301-Advanced Training
This course will focus on further customization in Pearson MyLab. In particular, you will customize the learning environment, add customized content, and set up your course for the next term.

1.0 CREDIT HOURS

Export Grades
Lesson objectives include—generating a quick export and an advanced export.

Transfer Students
Lesson objectives include—managing students in the destination course and source course.

Design the Course Menu
Lesson objectives include—adding an item to, changing the order of items in the, customizing the style of, and removing an item from the course menu.

Manage Course Grades
Lesson objectives include—create an offline assignment to record non-MyLab grades, setting up grade weighting by percentage and by points, omitting assignment results, and customizing the scoring options in your gradebook.

Manage Student Results
Lesson objectives include—allowing students to resume an interrupted test, omitting/deleting assignment results for a student, submitting zero scores, and dropping lowest scores for a category.
301-Advanced Training continued

Add Course Content
Lesson objectives include—adding text, images, and links to a content page.

Upload Course Content
Lesson objectives include—uploading a PDF and a Microsoft Office document as an item menu and files to document sharing.

Set Up your Course for the Next Term
Lesson objectives include—copying a course from a previous term, importing assignments from another course, and customizing assignments copied from another course.

Click an icon to access the available training options for the Advanced Curriculum:
MyBCommLab® is the online study tool that helps you transform Business Communication students into polished professionals ready to tackle the rigors of today’s business landscape.

101-Beginning Training
This course is designed to give you an overview of your MyBCommLab courses. You will learn the basics for registration, course set up, navigation, and how to assign items. You will also learn Gradebook and Performance Reporting basic functionality, customization options, and how to review student submission detail.

2.0 CREDIT HOURS

Blackboard Integration (optional)
Lesson objectives include—confirming your course has the Pearson MyLab Building Block available, connecting your course with MyLab, creating, moving, deleting, and resetting links to your MyLab, showing how students connect to MyLab from Blackboard course, transferring grades from MyLab to your Blackboard course, and additional important tips.

Registration
Lesson objectives include—registering with an access code and an overview of the account homepage.

Course Setup
Lesson objectives include—checking system requirements, creating a course, enabling student access and student getting started, editing course details, and deleting courses.

Navigation
Lesson objectives include—course overview, overview of modify links, and course roster and section instructor access.

Assigning Items
Lesson objectives include—assignment calendar, and how to assign assessments, study plans, simulations, writing assignments, and test bank activities.

Program Administrator and Coordinator (optional)
Lesson objectives include—creating all sections in one account and setting course “available to copy.”

Performance Reporting
Lesson objectives include—class overview, outcome summary, student performance, and configuration.

Gradebook
Lesson objectives include—overview, grade by assignment, set-up, customizing gradebook columns, and exporting grades.

Review Submissions
Lesson objectives include—viewing details of student submissions, resetting an assignment, and adding additional time.

Click an icon to access the available training options for the Beginning Curriculum:

201-Intermediate Training
This course is designed to give you an overview of the Writing Space in your MyBCommLab courses. You will learn how to set up and assign writing assignments as well as how to review and grade student submissions.

1.5 CREDIT HOURS

Writing Assignments Overview
Lesson objectives include—overview of assisted-graded and auto-graded writing assignments and creating your own writing assignments.
201-Intermediate Training continued

How to Set Up and Assign Writing Assignments
Lesson objectives include—using the details tab, adding resources, and adding to assignment calendar.

How to Review/Grade Writing Assignments
Lesson objectives include—reviewing and commenting on student submissions, grading writing submissions, and releasing grade and feedback to students.

Click an icon to access the available training options for the Intermediate Curriculum:

301-Advanced Training
This course will focus on additional functionality for assignments and additional features available in your MyBCommLab courses. You will learn how to edit and import assignments and how to use the Submission Assignment type. You will also learn how to use your Communication and Instructor Tools.

2.0 CREDIT HOURS

Course Customization
Lesson objectives include—course home manager, creating your syllabus, and modifying your course menu.

Edit Assignments
Lesson objectives include—editing point value, adding and removing questions, and randomizing questions.

Import Assessments from TestGen
Lesson objectives include—creating new menu item and importing assessment into menu item.

Using Submission Assignments
Lesson objectives include—restoring the submissions menu item, delegating an item as submission, how students submit a submission assignment, and reviewing and grading submission assignments.

Dynamic Study Modules
Lesson objectives include—how they work, using them within the course and on mobile devices, accessing and generating reports, and what reports are available.

Communication Tools
Lesson objectives include—email, document sharing, chat and ClassLive, and discussion.

Business Today
Lesson objectives include—overview and adding videos to your course.

Course Management
Lesson objectives include—managing files, creating/copying additional courses/sections, and course expiration.

Click an icon to access the available training options for the Advanced Curriculum:
MyBizLab

MyBizLab allows you to assess your students at every level of learning through a customized study plan, video exercises, decision-making mini-simulations, performance reporting, and The Writing Space.

101-Beginning Training
This course is designed to give you an overview of your MyBizLab courses. You will learn the basics for registration, course set up, navigation, and how to assign items. You will also learn Gradebook and Performance Reporting basic functionality, customization options, and how to review student submission detail.

2.0 CREDIT HOURS

Blackboard Integration (optional)
Lesson objectives include—confirming your course has the Pearson MyLab Building Block available, connecting your course with MyLab, creating, moving, deleting, and resetting links to your MyLab, showing how students connect to MyLab from Blackboard course, transferring grades from MyLab to your Blackboard course, and additional important tips.

Registration
Lesson objectives include—registering with an access code and an overview of the account homepage.

Course Setup
Lesson objectives include—checking system requirements, creating a course, enabling student access and student getting started, editing course details, and deleting courses.

Navigation
Lesson objectives include—course overview, overview of modify links, and course roster and section instructor access.

Assigning Items
Lesson objectives include—assignment calendar, and how to assign assessments, study plans, simulations, writing assignments, and test bank activities.

Program Administrator and Coordinator (optional)
Lesson objectives include—creating all sections in one account and setting course “available to copy.”

Performance Reporting
Lesson objectives include—class overview, outcome summary, student performance, and configuration.

Gradebook
Lesson objectives include—overview, grade by assignment, set-up, customizing gradebook columns, and exporting grades.

Review Submissions
Lesson objectives include—viewing details of student submissions, resetting an assignment, and adding additional time.

Click an icon to access the available training options for the Beginning Curriculum:

201-Intermediate Training
This course is designed to give you an overview of the Writing Space in your MyBizLab courses. You will learn how to set up and assign writing assignments as well as how to review and grade student submissions.

1.5 CREDIT HOURS

Writing Assignments Overview
Lesson objectives include—overview of assisted-graded and auto-graded writing assignments and creating your own writing assignments.
201-Intermediate Training continued

**How to Set Up and Assign Writing Assignments**
Lesson objectives include—using the details tab, adding resources, and adding to assignment calendar.

**How to Review/Grade Writing Assignments**
Lesson objectives include—reviewing and commenting on student submissions, grading writing submissions, and releasing grade and feedback to students.

Click an icon to access the available training options for the Intermediate Curriculum:

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301-Advanced Training
This course will focus on additional functionality for assignments and additional features available in your MyBizLab courses. You will learn how to edit and import assignments and how to use the Submission Assignment type. You will also learn how to use your Communication and Instructor Tools.

2.0 CREDIT HOURS

**Course Customization**
Lesson objectives include—course home manager, creating your syllabus, and modifying your course menu.

**Edit Assignments**
Lesson objectives include—editing point value, adding and removing questions, and randomizing questions.

**Import Assessments from TestGen**
Lesson objectives include—creating new menu item and importing assessment into menu item.

Using Submission Assignments
Lesson objectives include—restoring the submissions menu item, delegating an item as submission, how students submit a submission assignment, and reviewing and grading submission assignments.

Dynamic Study Modules
Lesson objectives include—how they work, using them within the course and on mobile devices, accessing and generating reports, and what reports are available.

Communication Tools
Lesson objectives include—email, document sharing, chat and ClassLive, and discussion.

Business Today
Lesson objectives include—overview and adding videos to your course.

Course Management
Lesson objectives include—managing files, creating/copying additional courses/sections, and course expiration.

Click an icon to access the available training options for the Advanced Curriculum:
MyFinanceLab™ lets you teach your course your way. Use MyFinanceLab as an out-of-the-box resource for students who need extra help, or take full advantage of its advanced customization options.

101-Beginning Training
This course is designed to give you an overview of your Pearson MyLab course from a student's perspective as well as basic instruction to get you up and running for the start of the term. You will learn the main components of the Pearson MyLab system as well as best practices to enhance your course.

2.0 CREDIT HOURS

Getting Ready to Begin
Lesson objectives include—preparing your machine for work on the Pearson MyLab program, understanding where to go for support during the term, and signing up for product updates, system status updates, and best practices.

Creating your Course and Notifying your Students
Lesson objectives include—creating a course from scratch, setting up and managing a course group, setting your course according to standards, adding section instructors, understanding student registration process, and providing course information to your students.

Navigating your Course and Modifying the Course Home Page Settings
Lesson objectives include—understanding both the student and instructor views, learning how to modify/edit your course home page, uploading your course syllabus, and learning how to assign a TA or other section instructor.

Create an Announcement
Lesson objectives include—understanding how to create an announcement and emailing an announcement.

Create a Homework Assignment
Lesson objectives include—creating a homework assignment from scratch, understanding the default settings for a homework assignment, and assigning Chapter 0.

Create a Quiz/Test
Lesson objectives include—creating a quiz/test from scratch and understanding the Save for Later option and limiting the number of attempts at the quiz/test.

The Study Plan
Lesson objectives include—customizing the mastery settings, access options, and coverage and scoring options for the study plan.

The Gradebook
Lesson objectives include—Learning about the types of reports available in the gradebook, learning how to analyze student grades, understanding how to modify a student grade, and learning about the search and email feature within the gradebook.

Dynamic Study Modules (optional)
Lesson objectives include—utilizing the new dynamic study modules (available in only some courses)

Blackboard Learn Integration Training (optional)
Lesson objectives include—linking Blackboard and Pearson login credentials, linking your Blackboard course with your Pearson MyLab course, and adding Pearson content to your Blackboard course.

Note: If your school has installed the Blackboard Building block and you have decided to use the single-sign on integration, you must complete this training first. It will add to the total length of your training time. Course creation must begin with Blackboard—you cannot link to an existing Pearson MyLab course.

Click an icon to access the available training options for the Beginning Curriculum:
Business

102-Intermediate Training
This course will focus on strategies for using Pearson MyLab in a more integrated, effective way. In particular you will learn how to use and customize homework assignments, quizzes, tests, and the Gradebook. This course will also cover question types specific to your MyLab program.
2.0 CREDIT HOURS

Customize the Question Options for Assignments
Lesson objectives include—customizing the question options for an assignment, creating an assignment using different question types, and using question pools in a quiz or test.

Customize the Settings for Homework Assignments
Lesson objectives include—customizing scoring options, access controls and presentation options for a homework assignment.

Customize the Settings for Quizzes and Tests
Lesson objectives include—customize access controls, presentation options, and review options for a quiz/test.

Customize your Gradebook
Lesson objectives include—customize the display options and course roster in your Gradebook.

Manage Course Grades
Lesson objectives include—create an offline assignment to record non-MyLab grades, setting up grade weighting by percentage and by points, omitting assignment results, and customizing the scoring options in your gradebook.

Manage Student Results
Lesson objectives include—allowing students to resume an interrupted test, omitting/deleting assignment results for a student, submitting zero scores, and dropping lowest scores for a category.

Change Assignment Settings
Lesson objectives include—changing setting for multiple assignments and changing assignment settings for individual students.

Manage Assignments
Lesson objectives include—setting prerequisites for an assignment and reordering and deleting assignments.

Communicate Online with Students
Lesson objectives include—using the email and discussions course tools.

Click an icon to access the available training options for the Intermediate Curriculum:

301-Advanced Training
This course will focus on further customization in Pearson MyLab. In particular, you will customize the learning environment, add customized content, and set up your course for the next term.
1.0 CREDIT HOURS

Export Grades
Lesson objectives include—generating a quick export and an advanced export.

Transfer Students
Lesson objectives include—managing students in the destination course and source course.

Design the Course Menu
Lesson objectives include—adding an item to, changing the order of items in the, customizing the style of, and removing an item from the course menu.
301-Advanced Training continued

Add Course Content
Lesson objectives include—adding text, images, and links to a content page.

Upload Course Content
Lesson objectives include—uploading a PDF and a Microsoft Office document as an item menu and files to document sharing.

Set Up your Course for the Next Term
Lesson objectives include—copying a course from a previous term, importing assignments from another course, and customizing assignments copied from another course.

Click an icon to access the available training options for the Advanced Curriculum:
MyManagementLab allows you to assess your students at every level of learning through a customized study plan, video exercises, decision-making mini-simulations, performance reporting, and The Writing Space.

101-Beginning Training
This course is designed to give you an overview of your MyManagementLab courses. You will learn the basics for registration, course set up, navigation, and how to assign items. You will also learn Gradebook and Performance Reporting basic functionality, customization options, and how to review student submission detail.

2.0 CREDIT HOURS

Blackboard Integration (optional)
Lesson objectives include—confirming your course has the Pearson MyLab Building Block available, connecting your course with MyLab, creating, moving, deleting, and resetting links to your MyLab, showing how students connect to MyLab from Blackboard course, transferring grades from MyLab to your Blackboard course, and additional important tips.

Registration
Lesson objectives include—registering with an access code and an overview of the account home page.

Course Setup
Lesson objectives include—checking system requirements, creating a course, enabling student access and student getting started, editing course details, and deleting courses.

Navigation
Lesson objectives include—course overview, overview of modify links, and course roster and section instructor access.

Assigning Items
Lesson objectives include—assignment calendar, and how to assign assessments, study plans, simulations, writing assignments, and test bank activities.

Program Administrator and Coordinator (optional)
Lesson objectives include—creating all sections in one account and setting course “available to copy.”

Performance Reporting
Lesson objectives include—class overview, outcome summary, student performance, and configuration.

Gradebook
Lesson objectives include—overview, grade by assignment, set-up, customizing gradebook columns, and exporting grades.

Review Submissions
Lesson objectives include—viewing details of student submissions, resetting an assignment, and adding additional time.

Click an icon to access the available training options for the Beginning Curriculum:

201-Intermediate Training
This course is designed to give you an overview of the Writing Space in your MyManagementLab courses. You will learn how to set up and assign writing assignments as well as how to review and grade student submissions.

1.5 CREDIT HOURS

Writing Assignments Overview
Lesson objectives include—overview of assisted-graded and auto-graded writing assignments and creating your own writing assignments.
201-Intermediate Training continued

How to Set Up and Assign Writing Assignments
Lesson objectives include—using the details tab, adding resources, and adding to assignment calendar.

How to Review/Grade Writing Assignments
Lesson objectives include—reviewing and commenting on student submissions, grading writing submissions, and releasing grade and feedback to students.

Click an icon to access the available training options for the Intermediate Curriculum:

301-Advanced Training
This course will focus on additional functionality for assignments and additional features available in your MyManagementLab courses. You will learn how to edit and import assignments and how to use the Submission Assignment type. You will also learn how to use your Communication and Instructor Tools.

2.0 CREDIT HOURS

Course Customization
Lesson objectives include—course home manager, creating your syllabus, and modifying your course menu.

Edit Assignments
Lesson objectives include—editing point value, adding and removing questions, and randomizing questions.

Import Assessments from TestGen
Lesson objectives include—creating new menu item and importing assessment into menu item.

Using Submission Assignments
Lesson objectives include—restoring the submissions menu item, delegating an item as submission, how students submit a submission assignment, and reviewing and grading submission assignments.

Dynamic Study Modules
Lesson objectives include—how they work, using them within the course and on mobile devices, accessing and generating reports, and what reports are available.

Communication Tools
Lesson objectives include—email, document sharing, chat and ClassLive, and discussion.

Business Today
Lesson objectives include—overview and adding videos to your course.

Course Management
Lesson objectives include—managing files, creating/copying additional courses/sections, and course expiration.

Click an icon to access the available training options for the Advanced Curriculum:
MyMarketingLab™ allows you to assess your students at every level of learning through a customized study plan, video exercises, decision-making mini-simulations, performance reporting, and The Writing Space.

101-Beginning Training
This course is designed to give you an overview of your MyMarketingLab courses. You will learn the basics for registration, course set up, navigation, and how to assign items. You will also learn Gradebook and Performance Reporting basic functionality, customization options, and how to review student submission detail.

Blackboard Integration (optional)
Lesson objectives include—confirming your course has the Pearson MyLab Building Block available, connecting your course with MyLab, creating, moving, deleting, and resetting links to your MyLab, showing how students connect to MyLab from Blackboard course, transferring grades from MyLab to your Blackboard course, and additional important tips.

Registration
Lesson objectives include—registering with an access code and an overview of the account home page.

Course Setup
Lesson objectives include—checking system requirements, creating a course, enabling student access and student getting started, editing course details, and deleting courses.

Navigation
Lesson objectives include—course overview, overview of modify links, and course roster and section instructor access.

Assigning Items
Lesson objectives include—assignment calendar, and how to assign assessments, study plans, simulations, writing assignments, and test bank activities.

Program Administrator and Coordinator (optional)
Lesson objectives include—creating all sections in one account and setting course “available to copy.”

Performance Reporting
Lesson objectives include—class overview, outcome summary, student performance, and configuration.

Gradebook
Lesson objectives include—overview, grade by assignment, set-up, customizing gradebook columns, and exporting grades.

Review Submissions
Lesson objectives include—viewing details of student submissions, resetting an assignment, and adding additional time.

Click an icon to access the available training options for the Beginning Curriculum:

201-Intermediate Training
This course is designed to give you an overview of the Writing Space in your MyMarketingLab courses. You will learn how to set up and assign writing assignments as well as how to review and grade student submissions.

Writing Assignments Overview
Lesson objectives include—overview of assisted-graded and auto-graded writing assignments and creating your own writing assignments.
201-Intermediate Training continued

How to Set Up and Assign Writing Assignments
Lesson objectives include—using the details tab, adding resources, and adding to assignment calendar.

How to Review/Grade Writing Assignments
Lesson objectives include—reviewing and commenting on student submissions, grading writing submissions, and releasing grade and feedback to students.

Click an icon to access the available training options for the Intermediate Curriculum:

301-Advanced Training
This course will focus on additional functionality for assignments and additional features available in your MyMarketingLab courses. You will learn how to edit and import assignments and how to use the Submission Assignment type. You will also learn how to use your Communication and Instructor Tools.

2.0 CREDIT HOURS

Course Customization
Lesson objectives include—course home manager, creating your syllabus, and modifying your course menu.

Edit Assignments
Lesson objectives include—editing point value, adding and removing questions, and randomizing questions.

Import Assessments from TestGen
Lesson objectives include—creating new menu item and importing assessment into menu item.

Using Submission Assignments
Lesson objectives include—restoring the submissions menu item, delegating an item as submission, how students submit a submission assignment, and reviewing and grading submission assignments.

Dynamic Study Modules
Lesson objectives include—how they work, using them within the course and on mobile devices, accessing and generating reports, and what reports are available.

Communication Tools
Lesson objectives include—email, document sharing, chat and ClassLive, and discussion.

Business Today
Lesson objectives include—overview and adding videos to your course.

Course Management
Lesson objectives include—managing files, creating/copying additional courses/sections, and course expiration.

Click an icon to access the available training options for the Advanced Curriculum:
Assigning Items
Lesson objectives include—assignment calendar and how to assign: exercises, simulations, writing assignments, and test bank activities.

Gradebook
Lesson objectives include—overview, grade by assignment, set up, customizing gradebook columns, and exporting grades.

Review Submissions
Lesson objectives include—viewing details of student submissions, resetting assignments, adding additional time.

Click an icon to access the available training options for the Beginning Curriculum:

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201-Intermediate Training
This course will focus on additional functionality and features available in your MyMISLab course. In addition, it will show you to utilize the Office 2010: MyITLab Assignments section of your course.

Using Submission Assignments
Lesson objectives include—restoring the submissions menu item, delegating an item as submission, how students submit a submission assignment, and how to review and grade submission assignments.

Import Assessments from TestGen
Lesson objectives include—creating new menu item and importing assessments into menu item.

Course Customization
Lesson objectives include—course home manage, creating your syllabus, and modifying your course menu.
**201-Intermediate Training continued**

**Dynamic Study Modules and SharePoint**
Lesson objectives include—dynamic study modules and SharePoint.

**Communication Tools**
Lesson objectives include—email, document sharing, chat and ClassLive, and discussion.

**Course Management**
Lesson objectives include—managing files, creating/copying additional courses/section, and course exploration.

**Office 2010: MyITLab Assignments**
Lesson objectives include—assignments, assignment administration, gradebook, and student experience in Office 2010.

**How to Review/Grade Writing Assignments**
Lesson objectives include—reviewing and commenting on student submissions, grading writing submissions, and releasing grade and feedback to students.

**Business Today**
Lesson objectives include—overview and how to add videos to your course.

**Click an icon to access the available training options for the Intermediate Curriculum:**

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**301-Advanced Training**

This course is designed to show you how to use the Writing Space in your MyMISLab course. You will learn how to set up and assign writing assignments as well as how to review and grade student submissions. In addition, you will learn about Business Today and Pearson’s Widget Manager.

1.0 CREDIT HOURS

**Writing Assignments Overview**
Lesson objectives include—assisted graded and auto-graded writing assignments and creating your own writing assignments.

**How to Set up and Assign Writing Assignments**
Lesson objectives include—using the details tab, adding resources, and adding to assignment calendar.
MyOMLab is a powerful online homework and assessment tool designed to help students practice operations management problems and improve their understanding of course concepts.

101-Beginning Training
This course is designed to give you an overview of your Pearson MyLab course from a student's perspective as well as basic instruction to get you up and running for the start of the term. You will learn the main components of the Pearson MyLab system as well as best practices to enhance your course.

2.0 CREDIT HOURS

Getting Ready to Begin
Lesson objectives include—preparing your machine for work on the Pearson MyLab program, understanding where to go for support during the term, and signing up for product updates, system status updates, and best practices.

Creating your Course and Notifying your Students
Lesson objectives include—creating a course from scratch, setting up and managing a course group, setting your course according to standards, adding section instructors, understanding student registration process, and providing course information to your students.

Navigating your Course and Modifying the Course Home Page Settings
Lesson objectives include—understanding both the student and instructor views, learning how to modify/edit your course home page, uploading your course syllabus, and learning how to assign a TA or other section instructor.

Create an Announcement
Lesson objectives include—understanding how to create an announcement and emailing and announcement.

Create a Homework Assignment
Lesson objectives include—creating a homework assignment from scratch, understanding the default settings for a homework assignment, and assigning Chapter 0.

Create a Quiz/Test
Lesson objectives include—creating a quiz/test from scratch and understanding the Save for Later option and limiting the number of attempts at the quiz/test.

The Study Plan
Lesson objectives include—customizing the mastery settings, access options, and coverage and scoring options for the study plan.

The Gradebook
Lesson objectives include—Learning about the types of reports available in the gradebook, learning how to analyze student grades, understanding how to modify a student grade, and learning about the search and email feature within the gradebook.

Dynamic Study Modules (optional)
Lesson objectives include—utilizing the new dynamic study modules (available in only some courses)

Blackboard Learn Integration Training (optional)
Lesson objectives include—linking Blackboard and Pearson login credentials, linking your Blackboard course with your Pearson MyLab course, and adding Pearson content to your Blackboard course.

Note: If your school has installed the Blackboard Building block and you have decided to use the single-sign on integration, you must complete this training first. It will add to the total length of your training time. Course creation must begin with Blackboard—you cannot link to an existing Pearson MyLab course.

Click an icon to access the available training options for the Beginning Curriculum:
102-Intermediate Training
This course will focus on strategies for using Pearson MyLab in a more integrated, effective way. In particular you will learn how to use and customize homework assignments, quizzes, tests, and the Gradebook. This course will also cover question types specific to your MyLab program.
2.0 CREDIT HOURS

Customize the Question Options for Assignments
Lesson objectives include—customizing the question options for an assignment, creating an assignment using different question types, and using question pools in a quiz or test.

Customize the Settings for Homework Assignments
Lesson objectives include—customizing scoring options, access controls and presentation options for a homework assignment.

Customize the Settings for Quizzes and Tests
Lesson objectives include—customize access controls, presentation options, and review options for a quiz/test.

Customize your Gradebook
Lesson objectives include—customize the display options and course roster in your Gradebook.

Manage Course Grades
Lesson objectives include—create an offline assignment to record non-MyLab grades, setting up grade weighting by percentage and by points, omitting assignment results, and customizing the scoring options in your gradebook.

Manage Student Results
Lesson objectives include—allowing students to resume an interrupted test, omitting/deleting assignment results for a student, submitting zero scores, and dropping lowest scores for a category.

Change Assignment Settings
Lesson objectives include—changing setting for multiple assignments and changing assignment settings for individual students.

Manage Assignments
Lesson objectives include—setting prerequisites for an assignment and reordering and deleting assignments.

Communicate Online with Students
Lesson objectives include—using the email and discussions course tools.

Click an icon to access the available training options for the Intermediate Curriculum:

301-Advanced Training
This course will focus on further customization in Pearson MyLab. In particular, you will customize the learning environment, add customized content, and set up your course for the next term.
1.0 CREDIT HOURS

Export Grades
Lesson objectives include—generating a quick export and an advanced export.

Transfer Students
Lesson objectives include—managing students in the destination course and source course.

Design the Course Menu
Lesson objectives include—adding an item to, changing the order of items in the, customizing the style of, and removing an item from the course menu.
301-Advanced Training continued

_add course content_
Lesson objectives include—adding text, images, and links to a content page.

Upload Course Content
Lesson objectives include—uploading a PDF and a Microsoft Office document as an item menu and files to document sharing.

_set up your course for the next term_
Lesson objectives include—copying a course from a previous term, importing assignments from another course, and customizing assignments copied from another course.

Click an icon to access the available training options for the Advanced Curriculum:
MyAutomotiveLab is a state-of-the-art interactive and instructive solution for automotive students and instructors, designed to be used as a supplement to a traditional lecture course, or to completely administer an online course.

101-Beginning Training
This Beginning session introduces best practices and strategies to get instructors up-and-running quickly and easily with MyAutomotiveLab. Focus is on setting up the first course, and getting students using it. In addition, participants will learn about the main components of the course along with basic customization techniques.

1.5 CREDIT HOURS

Take First Steps to Ensure Success
Lesson objectives include—making sure system requirements are met, identifying goals for using MyLab, and determining how to measure success.

Create your Account and Course
Lesson objectives include—creating an instructor account, creating your first course, accessing your course, and, if applicable: preparing for proper LMS integration or preparing for MyLabsPlus course.

How Students Register and Enroll
Lesson objectives include—locating student registration handout, sharing Pearson Students Facebook page, and getting familiar with instructors students follow to register.

Manage Roster
Lesson objectives include—making a student inactive, adding a section instructor, and printing the roster.

Get to Know Course Home
Lesson objectives include—managing announcements and modifying course introduction, adding a syllabus, understanding Upcoming and For Review areas, and exploring activity area.

Explore the Menu
Lesson objectives include—learning about modify buttons, understanding the menu, knowing what is hidden from students and why.

Explore Course Content and Assignments
Lesson objectives include—understanding the Learning Path, knowing what items feed into the gradebook, exploring the Study Plan, and identifying what to keep/remove from your gradebook or menu.

Assign Content
Lesson objectives include—using the Assignment Calendar, Manage Assessment Schedule, and Manage Assessment Configuration features.

Manage the Gradebook
Lesson objectives include—exploring different views, adding/removing gradebook items, and exporting the gradebook.

Click an icon to access the available training options for the Beginning Curriculum:

201-Intermediate Training
This Intermediate session focuses on strategies to customize and move to a deeper level of usage. In particular, participants will learn how to add their own materials and assignments to the course.

.75 CREDIT HOURS

Using the Modify Menu Lightbox
Lesson objectives include—understanding the Settings tab and using the Add & Arrange Tab, Restore tab, and Style tab.

Add a Content Page
Lesson objectives include—determining is an item is gradable or for submissions and adding text and an image link to a content page.
201—Intermediate Training continued

Add a Threaded Discussion
Lesson objectives include—adding menu items and assign points, adding topics, and managing discussions.

Add Documents (Upload Content Item)
Lesson objectives include—determining if an item is gradable or for submissions and uploading a PDF document and a Microsoft Office document as a menu item.

Add Gradebook Only Item
Lesson objectives include—identifying offline assignments to record in the gradebook and identifying where in the gradebook the items should be.

Add an Assessment (Quiz, Test or Homework)
Lesson objectives include—writing your own questions, importing questions from TestGen, managing assignments, and using pre-built chapter tests.

Add Linked Content
Lesson objectives include—copying, pasting, and replacing a URL and learning alternatives for YouTube videos.

Utilizing the eText

Click an icon to access the available training options for the Intermediate Curriculum:

Customize an Assessment
Lesson objectives include—adding or removing questions, randomizing questions, and setting up the gradebook to reflect changes.

Working with Assessment Details
Lesson objectives include—resetting a submission, granting extra minutes, and adding instructor comments.

Using Submission Assignments
Lesson objectives include—marking an item as Submission, how students submit a Submission Assignments, and how to review and grade Submission Assignments.

Use Communicate Tool
Lesson objectives include—creating discussion boards, conducting Chat or ClassLive sessions, using document sharing, and sending email.

Use Performance Reporting
Lesson objectives include—setting configuration, using Class Overview, using Outcome Summary, and using Student Performance.

Prepare for Next Term

Measuring Success of Usage

Click an icon to access the available training options for the Advanced Curriculum:

301—Advanced Training
This Advanced session will show you how to use the course to its fullest potential. Emphasis is placed on using the tools in the course to engage students, manage their learning and communicate online.

.75 CREDIT HOURS
MyCulinaryLab delivers customizable content and highly personalized study paths, simulations, and critical thinking.

101-Beginning Training
This Beginning session introduces best practices and strategies to get instructors up-and-running quickly and easily with MyCulinaryLab. Focus is on setting up the first course, and getting students using it. In addition, participants will learn about the main components of the course along with basic customization techniques.

1.5 CREDIT HOURS

Take First Steps to Ensure Success
Lesson objectives include—making sure system requirements are met, identifying goals for using MyLab, and determining how to measure success.

Create your Account and Course
Lesson objectives include—creating an instructor account, creating your first course, accessing your course, and, if applicable: preparing for proper LMS integration or preparing for MyLabsPlus course.

How Students Register and Enroll
Lesson objectives include—locating student registration handout, sharing Pearson Students Facebook page, and getting familiar with instructors students follow to register.

Manage Roster
Lesson objectives include—making a student inactive, adding a section instructor, and printing the roster.

Get to Know Course Home
Lesson objectives include—managing announcements and modifying course introduction, adding a syllabus, understanding Upcoming and For Review areas, and exploring activity area.

Explore the Menu
Lesson objectives include—learning about modify buttons, understanding the menu, knowing what is hidden from students and why.

Explore Course Content and Assignments
Lesson objectives include—understanding the Learning Path, knowing what items feed into the gradebook, exploring the Study Plan, and identifying what to keep/remove from your gradebook or menu.

Assign Content
Lesson objectives include—using the Assignment Calendar, Manage Assessment Schedule, and Manage Assessment Configuration features.

Manage the Gradebook
Lesson objectives include—exploring different views, adding/removing gradebook items, and exporting the gradebook.

Click an icon to access the available training options for the Beginning Curriculum:

201-Intermediate Training
This Intermediate session focuses on strategies to customize and move to a deeper level of usage. In particular, participants will learn how to add their own materials and assignments to the course.

.75 CREDIT HOURS

Using the Modify Menu Lightbox
Lesson objectives include—understanding the Settings tab and using the Add & Arrange Tab, Restore tab, and Style tab.

Add a Content Page
Lesson objectives include—determining is an item is gradable or for submissions and adding text and an image link to a content page.
201—Intermediate Training continued

Add a Threaded Discussion
Lesson objectives include—adding menu items and assign points, adding topics, and managing discussions.

Add Documents (Upload Content Item)
Lesson objectives include—determining if an item is gradable or for submissions and uploading a PDF document and a Microsoft Office document as a menu item.

Add Gradebook Only Item
Lesson objectives include—identifying offline assignments to record in the gradebook and identifying where in the gradebook the items should be.

Add an Assessment (Quiz, Test or Homework)
Lesson objectives include—writing your own questions, importing questions from TestGen, managing assignments, and using pre-built chapter tests.

Add Linked Content
Lesson objectives include—copying, pasting, and replacing a URL and learning alternatives for YouTube videos.

Utilizing the eText

Click an icon to access the available training options for the Intermediate Curriculum:

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301—Advanced Training
This Advanced session will show you how to use the course to its fullest potential. Emphasis is placed on using the tools in the course to engage students, manage their learning and communicate online.

.75 CREDIT HOURS

Customize an Assessment
Lesson objectives include—adding or removing questions, randomizing questions, and setting up the gradebook to reflect changes.

Working with Assessment Details
Lesson objectives include—resetting a submission, granting extra minutes, and adding instructor comments.

Using Submission Assignments
Lesson objectives include—marking an item as Submission, how students submit a Submission Assignments, and how to review and grade Submission Assignments.

Use Communicate Tool
Lesson objectives include—creating discussion boards, conducting Chat or ClassLive sessions, using document sharing, and sending email.

Use Performance Reporting
Lesson objectives include—setting configuration, using Class Overview, using Outcome Summary, and using Student Performance.

Prepare for Next Term

Measuring Success of Usage

Click an icon to access the available training options for the Advanced Curriculum:
101-BEGINNING TRAINING
This Beginning session introduces best practices and strategies to get instructors up-and-running quickly and easily with MyHospitalityLab. Focus is on setting up the first course, and getting students using it. In addition, participants will learn about the main components of the course along with basic customization techniques.

1.5 CREDIT HOURS

Take First Steps to Ensure Success
Lesson objectives include—making sure system requirements are met, identifying goals for using MyLab, and determining how to measure success.

Create your Account and Course
Lesson objectives include—creating an instructor account, creating your first course, accessing your course, and, if applicable: preparing for proper LMS integration or preparing for MyLabsPlus course.

How Students Register and Enroll
Lesson objectives include—locating student registration handout, sharing Pearson Students Facebook page, and getting familiar with instructors students follow to register.

Manage Roster
Lesson objectives include—making a student inactive, adding a section instructor, and printing the roster.

Get to Know Course Home
Lesson objectives include—managing announcements and modifying course introduction, adding a syllabus, understanding Upcoming and For Review areas, and exploring activity area.

Explore the Menu
Lesson objectives include—learning about modify buttons, understanding the menu, knowing what is hidden from students and why.

Explore Course Content and Assignments
Lesson objectives include—understanding the Learning Path, knowing what items feed into the gradebook, exploring the Study Plan, and identifying what to keep/remove from your gradebook or menu.

Assign Content
Lesson objectives include—using the Assignment Calendar, Manage Assessment Schedule, and Manage Assessment Configuration features.

Manage the Gradebook
Lesson objectives include—exploring different views, adding/removing gradebook items, and exporting the gradebook.

Click an icon to access the available training options for the Beginning Curriculum:

201-INTERMEDIATE TRAINING
This Intermediate session focuses on strategies to customize and move to a deeper level of usage. In particular, participants will learn how to add their own materials and assignments to the course.

.75 CREDIT HOURS

Using the Modify Menu Lightbox
Lesson objectives include—understanding the Settings tab and using the Add & Arrange Tab, Restore tab, and Style tab.

Add a Content Page
Lesson objectives include—determining is an item is gradable or for submissions and adding text and an image link to a content page.
201—Intermediate Training continued

Add a Threaded Discussion
Lesson objectives include—adding menu items and assign points, adding topics, and managing discussions.

Add Documents (Upload Content Item)
Lesson objectives include—determining if an item is gradable or for submissions and uploading a PDF document and a Microsoft Office document as a menu item.

Add Gradebook Only Item
Lesson objectives include—identifying offline assignments to record in the gradebook and identifying where in the gradebook the items should be.

Add an Assessment (Quiz, Test or Homework)
Lesson objectives include—writing your own questions, importing questions from TestGen, managing assignments, and using pre-built chapter tests.

Add Linked Content
Lesson objectives include—copying, pasting, and replacing a URL and learning alternatives for YouTube videos.

Utilizing the eText

Click an icon to access the available training options for the Intermediate Curriculum:

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301—Advanced Training
This Advanced session will show you how to use the course to its fullest potential. Emphasis is placed on using the tools in the course to engage students, manage their learning and communicate online.

.75 CREDIT HOURS

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Customize an Assessment
Lesson objectives include—adding or removing questions, randomizing questions, and setting up the gradebook to reflect changes.

Working with Assessment Details
Lesson objectives include—resetting a submission, granting extra minutes, and adding instructor comments.

Using Submission Assignments
Lesson objectives include—marking an item as Submission, how students submit a Submission Assignments, and how to review and grade Submission Assignments.

Use Communicate Tool
Lesson objectives include—creating discussion boards, conducting Chat or ClassLive sessions, using document sharing, and sending email.

Use Performance Reporting
Lesson objectives include—setting configuration, using Class Overview, using Outcome Summary, and using Student Performance.

Prepare for Next Term

Measuring Success of Usage

Click an icon to access the available training options for the Advanced Curriculum:
MyHVACLab is an online, super-charged teaching and learning tool that can be used as a complete course management system or the ultimate study guide.

101-Beginning Training
This Beginning session introduces best practices and strategies to get instructors up-and-running quickly and easily with MyHVACLab. Focus is on setting up the first course, and getting students using it. In addition, participants will learn about the main components of the course along with basic customization techniques.

1.5 CREDIT HOURS

Take First Steps to Ensure Success
Lesson objectives include—making sure system requirements are met, identifying goals for using MyLab, and determining how to measure success.

Create your Account and Course
Lesson objectives include—creating an instructor account, creating your first course, accessing your course, and, if applicable: preparing for proper LMS integration or preparing for MyLabsPlus course.

How Students Register and Enroll
Lesson objectives include—locating student registration handout, sharing Pearson Students Facebook page, and getting familiar with instructors students follow to register.

Manage Roster
Lesson objectives include—making a student inactive, adding a section instructor, and printing the roster.

Get to Know Course Home
Lesson objectives include—managing announcements and modifying course introduction, adding a syllabus, understanding Upcoming and For Review areas, and exploring activity area.

Explore the Menu
Lesson objectives include—learning about modify buttons, understanding the menu, knowing what is hidden from students and why.

Explore Course Content and Assignments
Lesson objectives include—understanding the Learning Path, knowing what items feed into the gradebook, exploring the Study Plan, and identifying what to keep/remove from your gradebook or menu.

Assign Content
Lesson objectives include—using the Assignment Calendar, Manage Assessment Schedule, and Manage Assessment Configuration features.

Manage the Gradebook
Lesson objectives include—exploring different views, adding/removing gradebook items, and exporting the gradebook.

201-Intermediate Training
This Intermediate session focuses on strategies to customize and move to a deeper level of usage. In particular, participants will learn how to add their own materials and assignments to the course.

.75 CREDIT HOURS

Using the Modify Menu Lightbox
Lesson objectives include—understanding the Settings tab and using the Add & Arrange Tab, Restore tab, and Style tab.

Add a Content Page
Lesson objectives include—determining is an item is gradable or for submissions and adding text and an image link to a content page.
201—Intermediate Training continued

Add a Threaded Discussion
Lesson objectives include—adding menu items and assign points, adding topics, and managing discussions.

Add Documents (Upload Content Item)
Lesson objectives include—determining if an item is gradable or for submissions and uploading a PDF document and a Microsoft Office document as a menu item.

Add Gradebook Only Item
Lesson objectives include—identifying offline assignments to record in the gradebook and identifying where in the gradebook the items should be.

Add an Assessment (Quiz, Test or Homework)
Lesson objectives include—writing your own questions, importing questions from TestGen, managing assignments, and using pre-built chapter tests.

Add Linked Content
Lesson objectives include—copying, pasting, and replacing a URL and learning alternatives for YouTube videos.

Utilizing the eText

Click an icon to access the available training options for the Intermediate Curriculum:

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301—Advanced Training
This Advanced session will show you how to use the course to its fullest potential. Emphasis is placed on using the tools in the course to engage students, manage their learning and communicate online.

.75 CREDIT HOURS

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Customize an Assessment
Lesson objectives include—adding or removing questions, randomizing questions, and setting up the gradebook to reflect changes.

Working with Assessment Details
Lesson objectives include—resetting a submission, granting extra minutes, and adding instructor comments.

Using Submission Assignments
Lesson objectives include—marking an item as Submission, how students submit a Submission Assignments, and how to review and grade Submission Assignments.

Use Communicate Tool
Lesson objectives include—creating discussion boards, conducting Chat or ClassLive sessions, using document sharing, and sending email.

Use Performance Reporting
Lesson objectives include—setting configuration, using Class Overview, using Outcome Summary, and using Student Performance.

Prepare for Next Term

Measuring Success of Usage

Click an icon to access the available training options for the Advanced Curriculum:
MyLegalStudiesLab™

MyLegalStudiesLab is a dynamic multi-media program that brings the world of legal work to life and gives students the training and experience they need to be successful from the first day on the job.

101-Beginning Training
This Beginning session introduces best practices and strategies to get instructors up-and-running quickly and easily with MyLegalStudiesLab. Focus is on setting up the first course, and getting students using it. In addition, participants will learn about the main components of the course along with basic customization techniques.

1.5 CREDIT HOURS

Take First Steps to Ensure Success
Lesson objectives include—making sure system requirements are met, identifying goals for using MyLab, and determining how to measure success.

Create your Account and Course
Lesson objectives include—creating an instructor account, creating your first course, accessing your course, and, if applicable: preparing for proper LMS integration or preparing for MyLabsPlus course.

How Students Register and Enroll
Lesson objectives include—locating student registration handout, sharing Pearson Students Facebook page, and getting familiar with instructors students follow to register.

Manage Roster
Lesson objectives include—making a student inactive, adding a section instructor, and printing the roster.

Get to Know Course Home
Lesson objectives include—managing announcements and modifying course introduction, adding a syllabus, understanding Upcoming and For Review areas, and exploring activity area.

Explore the Menu
Lesson objectives include—learning about modify buttons, understanding the menu, knowing what is hidden from students and why.

Explore Course Content and Assignments
Lesson objectives include—understanding the Learning Path, knowing what items feed into the gradebook, exploring the Study Plan, and identifying what to keep/remove from your gradebook or menu.

Assign Content
Lesson objectives include—using the Assignment Calendar, Manage Assessment Schedule, and Manage Assessment Configuration features.

Manage the Gradebook
Lesson objectives include—exploring different views, adding/removing gradebook items, and exporting the gradebook.

Click an icon to access the available training options for the Beginning Curriculum:

201-Intermediate Training
This Intermediate session focuses on strategies to customize and move to a deeper level of usage. In particular, participants will learn how to add their own materials and assignments to the course.

.75 CREDIT HOURS

Using the Modify Menu Lightbox
Lesson objectives include—understanding the Settings tab and using the Add & Arrange Tab, Restore tab, and Style tab.

Add a Content Page
Lesson objectives include—determining is an item is gradable or for submissions and adding text and an image link to a content page.
201—Intermediate Training continued

Add a Threaded Discussion
Lesson objectives include—adding menu items and assign points, adding topics, and managing discussions.

Add Documents (Upload Content Item)
Lesson objectives include—determining if an item is gradable or for submissions and uploading a PDF document and a Microsoft Office document as a menu item.

Add Gradebook Only Item
Lesson objectives include—identifying offline assignments to record in the gradebook and identifying where in the gradebook the items should be.

Add an Assessment (Quiz, Test or Homework)
Lesson objectives include—writing your own questions, importing questions from TestGen, managing assignments, and using pre-built chapter tests.

Add Linked Content
Lesson objectives include—copying, pasting, and replacing a URL and learning alternatives for YouTube videos.

Utilizing the eText

Click an icon to access the available training options for the Intermediate Curriculum:

Customize an Assessment
Lesson objectives include—adding or removing questions, randomizing questions, and setting up the gradebook to reflect changes.

Working with Assessment Details
Lesson objectives include—resetting a submission, granting extra minutes, and adding instructor comments.

Using Submission Assignments
Lesson objectives include—marking an item as Submission, how students submit a Submission Assignments, and how to review and grade Submission Assignments.

Use Communicate Tool
Lesson objectives include—creating discussion boards, conducting Chat or ClassLive sessions, using document sharing, and sending email.

Use Performance Reporting
Lesson objectives include—setting configuration, using Class Overview, using Outcome Summary, and using Student Performance.

Prepare for Next Term

Measuring Success of Usage

Click an icon to access the available training options for the Advanced Curriculum:

301—Advanced Training
This Advanced session will show you how to use the course to its fullest potential. Emphasis is placed on using the tools in the course to engage students, manage their learning and communicate online.

.75 CREDIT HOURS
Careers

MyServSafeLab™

MyServSafeLab integrates our groundbreaking, interactive guided learning path and media into a new, robust course management and assessment program.

101–Beginning Training
This Beginning session introduces best practices and strategies to get instructors up-and-running quickly and easily with MyServSafeLab. Focus is on setting up the first course, and getting students using it. In addition, participants will learn about the main components of the course along with basic customization techniques.

1.5 CREDIT HOURS

Take First Steps to Ensure Success
Lesson objectives include—making sure system requirements are met, identifying goals for using MyLab, and determining how to measure success.

Create your Account and Course
Lesson objectives include—creating an instructor account, creating your first course, accessing your course, and, if applicable: preparing for proper LMS integration or preparing for MyLabsPlus course.

How Students Register and Enroll
Lesson objectives include—locating student registration handout, sharing Pearson Students Facebook page, and getting familiar with instructors students follow to register.

Manage Roster
Lesson objectives include—making a student inactive, adding a section instructor, and printing the roster.

Get to Know Course Home
Lesson objectives include—managing announcements and modifying course introduction, adding a syllabus, understanding Upcoming and For Review areas, and exploring activity area.

Explore the Menu
Lesson objectives include—learning about modify buttons, understanding the menu, knowing what is hidden from students and why.

Explore Course Content and Assignments
Lesson objectives include—understanding the Learning Path, knowing what items feed into the gradebook, exploring the Study Plan, and identifying what to keep/remove from your gradebook or menu.

Assign Content
Lesson objectives include—using the Assignment Calendar, Manage Assessment Schedule, and Manage Assessment Configuration features.

Manage the Gradebook
Lesson objectives include—exploring different views, adding/removing gradebook items, and exporting the gradebook.

Click an icon to access the available training options for the Beginning Curriculum:

201–Intermediate Training
This Intermediate session focuses on strategies to customize and move to a deeper level of usage. In particular, participants will learn how to add their own materials and assignments to the course.

.75 CREDIT HOURS

Using the Modify Menu Lightbox
Lesson objectives include—understanding the Settings tab and using the Add & Arrange Tab, Restore tab, and Style tab.

Add a Content Page
Lesson objectives include—determining is an item is gradable or for submissions and adding text and an image link to a content page.
201—Intermediate Training continued

Add a Threaded Discussion
Lesson objectives include—adding menu items and assign points, adding topics, and managing discussions.

Add Documents (Upload Content Item)
Lesson objectives include—determining if an item is gradable or for submissions and uploading a PDF document and a Microsoft Office document as a menu item.

Add Gradebook Only Item
Lesson objectives include—identifying offline assignments to record in the gradebook and identifying where in the gradebook the items should be.

Add an Assessment (Quiz, Test or Homework)
Lesson objectives include—writing your own questions, importing questions from TestGen, managing assignments, and using pre-built chapter tests.

Add Linked Content
Lesson objectives include—copying, pasting, and replacing a URL and learning alternatives for YouTube videos.

Utilizing the eText

Click an icon to access the available training options for the Intermediate Curriculum:

Customize an Assessment
Lesson objectives include—adding or removing questions, randomizing questions, and setting up the gradebook to reflect changes.

Working with Assessment Details
Lesson objectives include—resetting a submission, granting extra minutes, and adding instructor comments.

Using Submission Assignments
Lesson objectives include—marking an item as Submission, how students submit a Submission Assignments, and how to review and grade Submission Assignments.

Use Communicate Tool
Lesson objectives include—creating discussion boards, conducting Chat or ClassLive sessions, using document sharing, and sending email.

Use Performance Reporting
Lesson objectives include—setting configuration, using Class Overview, using Outcome Summary, and using Student Performance.

Prepare for Next Term

Measuring Success of Usage

Click an icon to access the available training options for the Advanced Curriculum:

301—Advanced Training
This Advanced session will show you how to use the course to its fullest potential. Emphasis is placed on using the tools in the course to engage students, manage their learning and communicate online.

.75 CREDIT HOURS
Careers

MyWeldingLab®

MyWeldingLab is a web-based tutorial and assessment program that provides flexibility for instructors and concept practice and reinforcement for students.

101-Beginning Training
This Beginning session introduces best practices and strategies to get instructors up-and-running quickly and easily with MyServSafeLab. Focus is on setting up the first course, and getting students using it. In addition, participants will learn about the main components of the course along with basic customization techniques.

1.5 CREDIT HOURS

Take First Steps to Ensure Success
Lesson objectives include—making sure system requirements are met, identifying goals for using MyLab, and determining how to measure success.

Create your Account and Course
Lesson objectives include—creating an instructor account, creating your first course, accessing your course, and, if applicable: preparing for proper LMS integration or preparing for MyLabsPlus course.

How Students Register and Enroll
Lesson objectives include—locating student registration handout, sharing Pearson Students Facebook page, and getting familiar with instructors students follow to register.

Manage Roster
Lesson objectives include—making a student inactive, adding a section instructor, and printing the roster.

Get to Know Course Home
Lesson objectives include—managing announcements and modifying course introduction, adding a syllabus, understanding Upcoming and For Review areas, and exploring activity area.

Explore the Menu
Lesson objectives include—learning about modify buttons, understanding the menu, knowing what is hidden from students and why.

Explore Course Content and Assignments
Lesson objectives include—understanding the Learning Path, knowing what items feed into the gradebook, exploring the Study Plan, and identifying what to keep/remove from your gradebook or menu.

Assign Content
Lesson objectives include—using the Assignment Calendar, Manage Assessment Schedule, and Manage Assessment Configuration features.

Manage the Gradebook
Lesson objectives include—exploring different views, adding/removing gradebook items, and exporting the gradebook.

Click an icon to access the available training options for the Beginning Curriculum:

201-Intermediate Training
This Intermediate session focuses on strategies to customize and move to a deeper level of usage. In particular, participants will learn how to add their own materials and assignments to the course.

.75 CREDIT HOURS

Using the Modify Menu Lightbox
Lesson objectives include—understanding the Settings tab and using the Add & Arrange Tab, Restore tab, and Style tab.

Add a Content Page
Lesson objectives include—determining is an item is gradable or for submissions and adding text and an image link to a content page.
201—Intermediate Training continued

Add a Threaded Discussion
Lesson objectives include—adding menu items and assign points, adding topics, and managing discussions.

Add Documents (Upload Content Item)
Lesson objectives include—determining if an item is gradable or for submissions and uploading a PDF document and a Microsoft Office document as a menu item.

Add Gradebook Only Item
Lesson objectives include—identifying offline assignments to record in the gradebook and identifying where in the gradebook the items should be.

Add an Assessment (Quiz, Test or Homework)
Lesson objectives include—writing your own questions, importing questions from TestGen, managing assignments, and using pre-built chapter tests.

Add Linked Content
Lesson objectives include—copying, pasting, and replacing a URL and learning alternatives for YouTube videos.

Utilizing the eText

Click an icon to access the available training options for the Intermediate Curriculum:

Customize an Assessment
Lesson objectives include—adding or removing questions, randomizing questions, and setting up the gradebook to reflect changes.

Working with Assessment Details
Lesson objectives include—resetting a submission, granting extra minutes, and adding instructor comments.

Using Submission Assignments
Lesson objectives include—marking an item as Submission, how students submit a Submission Assignments, and how to review and grade Submission Assignments.

Use Communicate Tool
Lesson objectives include—creating discussion boards, conducting Chat or ClassLive sessions, using document sharing, and sending email.

Use Performance Reporting
Lesson objectives include—setting configuration, using Class Overview, using Outcome Summary, and using Student Performance.

Prepare for Next Term

Measuring Success of Usage

Click an icon to access the available training options for the Advanced Curriculum:

301—Advanced Training
This Advanced session will show you how to use the course to its fullest potential. Emphasis is placed on using the tools in the course to engage students, manage their learning and communicate online.

.75 CREDIT HOURS
MyProgrammingLab

Through the power of practice and immediate personalized feedback, MyProgrammingLab will improve your students’ performance.

101-Beginning Training
This course is designed to give you an overview of MyProgrammingLab. Topics covered include creating your course, assigning homework due dates, viewing the roster, and understanding the student experience. Participants will review recommended best practices and learn about available support resources.

1.5 CREDIT HOURS

Introduction: Why MyProgrammingLab?

Getting Started
Lesson objectives include—creating an instructor account, creating your first course, and creating another course or cloning your course.

Navigating your Course
Lesson objectives include—an overview of Course Navigation and Course Manager.

Basic Course Management
Lesson objectives include—assigning homework on due dates, and viewing the class roster/results.

Understanding the Student Experience
Lesson objectives include—understanding how students register, seeing Student Overview of MyProgrammingLab, and student support and engagement.

Educator Support and Engagement
Lesson objectives include—product support, providing feedback, and My Computer Science Community and Faculty Advisor Network.

201/301-Intermediate Training
This course is designed to give you an overview of MyProgrammingLab. Topics covered include designing your course, exporting your roster, and providing feedback to program developers. Participants will review recommended best practices and learn about available support resources.

1.5 CREDIT HOURS

Customize your Table of Contents and Assignments
Lesson objectives include—rearranging and renaming content, Item adding, deleting or duplicating, and searching exercises by keyword.

Export your Course Roster
Lesson objectives include—mailing and downloading course roster.

Provide Feedback and Manage Conversations
Lesson objectives include—feedback and managing conversations.

Creating Traditional Exercises (Fill-in-the-blank and Multiple Choice)
Lesson objectives include—creating fill-in-the-bank questions and multiple choice questions.

Creating Other Types of Exercises
Lesson objectives include—overview of creating exercises and techniques for creating exercises.

Click an icon to access the available training options for the Intermediate Curriculum:
MyCJLab provides instructors with a rich and flexible set of course materials, along with course management tools that make it easy to deliver all or a portion of your course online.

101—Beginning Training
This Beginning session introduces best practices and strategies to get instructors up-and-running quickly and easily with MyCJLab. Focus is on setting up the first course, assigning study plan, and measuring student performance. In addition, participants will learn about the main components of the course along with basic customization techniques.

1.25 CREDIT HOURS

Get to Know MyCJLab Portal Page
Lesson objectives include—making sure system requirements are met, finding Help/Support, and joining My Criminal Justice Community and Faculty Advisor Network.

Create your Account and Sign In
Lesson objectives include—creating an instructor account and signing in to MyCJLab.

Create Your Course
Lesson objectives include—linking your course to Blackboard Learn (if applicable) and creating your course.

Help Students Register and Enroll
Lesson objectives include—finding getting started document in Details, sharing the Pearson Students Facebook page, and locating student support tab.

Manage Roster
Lesson objectives include—finding the course roster, dropping a student from the roster, understanding temporary access, and adding a section instructor.

Get to Know Course Home
Lesson objectives include—managing announcements and modifying course introduction, adding a syllabus, and understanding Upcoming and For Review area and Explore Activity area for instructors and students.

Explore the Menu
Lesson objectives include—learning the purpose of menu items and knowing what is hidden from students and why.

Explore Course Content and Pre-built Assignments
Lesson objectives include—understanding what is gradable, hiding lessons not relevant to course objectives, and assigning and configuring activities.

Measure Student Performance
Lesson objectives include—reviewing Performance Activity Report, Study Plan Progress tab, and Gradebook.

eText
Lesson objectives include—basic navigation.

Click an icon to access the available training options for the Beginning Curriculum:

201—Intermediate Training
This intermediate session focuses on strategies to customize and move to a deeper level of usage. In particular, participants will learn how to add their own materials and assignments to the course.

1.0 CREDIT HOURS

Using the Modify Menu Lightbox
Lesson objectives include—understanding the Settings tab and using the Add & Arrange, Restore, and Style tabs.
201—Intermediate Training continued

**Add A Content Page**
Lesson objectives include—determining if an item will be gradable or for Submissions and adding text, an image, or link to a content page.

**Add a Threaded Discussion**
Lesson objectives include—adding a menu item and assigning points, adding topic, and managing discussion.

**Add Documents (Upload Content Item)**
Lesson objectives include—determining if item will be gradable or for Submissions and uploading a PDF document and Microsoft Office document as a menu item.

**Add Gradebook Only Item**
Lesson objectives include—identifying offline assignments to record in the gradebook and where in the gradebook the items should be.

**Add an Assessment (Quiz, Test, Homework)**
Lesson objectives include—writing your own questions, importing questions from TestGen, managing assessments, and using pre-built chapter tests.

**Add Linked Content**
Lesson objectives include—copying, pasting, and replacing a URL and learning alternatives for YouTube videos.

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**eText—Deeper Integration**
Lesson objectives include—creating a custom course, enrolling students, sharing notes, and using the Whiteboard.

**Additional Resources**
Lesson objectives include—CJ search.

Click an icon to access the available training options for the Intermediate Curriculum:
Create a Homework Assignment
Lesson objectives include—creating a homework assignment from scratch, understanding the default settings for a homework assignment, and assigning Chapter 0.

Create a Quiz/Test
Lesson objectives include—creating a quiz/test from scratch and understanding the Save for Later option and limiting the number of attempts at the quiz/test.

The Study Plan
Lesson objectives include—customizing the mastery settings, access options, and coverage and scoring options for the study plan.

The Gradebook
Lesson objectives include—Learning about the types of reports available in the gradebook, learning how to analyze student grades, understanding how to modify a student grade, and learning about the search and email feature within the gradebook.

Dynamic Study Modules (optional)
Lesson objectives include—utilizing the new dynamic study modules (available in only some courses)

Blackboard Learn Integration Training (optional)
Lesson objectives include—linking Blackboard and Pearson login credentials, linking your Blackboard course with your Pearson MyLab course, and adding Pearson content to your Blackboard course.

Note: If your school has installed the Blackboard Building block and you have decided to use the single-sign on integration, you must complete this training first. It will add to the total length of your training time. Course creation must begin with Blackboard—you cannot link to an existing Pearson MyLab course.

Click an icon to access the available training options for the Beginning Curriculum:
102-Intermediate Training
This course will focus on strategies for using Pearson MyLab in a more integrated, effective way. In particular you will learn how to use and customize homework assignments, quizzes, tests, and the Gradebook. This course will also cover question types specific to your MyLab program.
2.0 CREDIT HOURS

Customize the Question Options for Assignments
Lesson objectives include—customizing the question options for an assignment, creating an assignment using different question types, and using question pools in a quiz or test.

Customize the Settings for Homework Assignments
Lesson objectives include—customizing scoring options, access controls and presentation options for a homework assignment.

Customize the Settings for Quizzes and Tests
Lesson objectives include—customize access controls, presentation options, and review options for a quiz/test.

Customize your Gradebook
Lesson objectives include—customize the display options and course roster in your Gradebook.

Manage Course Grades
Lesson objectives include—create an offline assignment to record non-MyLab grades, setting up grade weighting by percentage and by points, omitting assignment results, and customizing the scoring options in your gradebook.

Manage Student Results
Lesson objectives include—allowing students to resume an interrupted test, omitting/deleting assignment results for a student, submitting zero scores, and dropping lowest scores for a category.

Change Assignment Settings
Lesson objectives include—changing setting for multiple assignments and changing assignment settings for individual students.

Manage Assignments
Lesson objectives include—setting prerequisites for an assignment and reordering and deleting assignments.

Communicate Online with Students
Lesson objectives include—using the email and discussions course tools.

Assigning Experiments in MyEconLab
Lesson objectives include—assigning a single player or multi-player experiment in MyEconLab.

301-Advanced Training
This course will focus on further customization in Pearson MyLab. In particular, you will customize the learning environment, add customized content, and set up your course for the next term.
1.0 CREDIT HOURS

Export Grades
Lesson objectives include—generating a quick export and an advanced export.

Transfer Students
Lesson objectives include—managing students in the destination course and source course.

Design the Course Menu
Lesson objectives include—adding an item to, changing the order of items in the, customizing the style of, and removing an item from the course menu.
301-Advanced Training continued

*Add Course Content*
Lesson objectives include—adding text, images, and links to a content page.

*Upload Course Content*
Lesson objectives include—uploading a PDF and a Microsoft Office document as an item menu and files to document sharing.

*Set Up your Course for the Next Term*
Lesson objectives include—copying a course from a previous term, importing assignments from another course, and customizing assignments copied from another course.

*Click an icon to access the available training options for the Advanced Curriculum:*
The Digital Library provides students with access to a complete library of Pearson eTexts for one low price. Available in Education and English disciplines.

**101-Beginning Training**
This course is designed to give you an overview of the Digital Library from an instructor’s perspective, as well as training on how instructors can get their students up and running.

*2.0 CREDIT HOURS*

**What is the Digital Library and What are its Benefits for Educators and Students?**
Lesson objectives include—description of the Digital Library and benefits to both instructors and students.

**Accessing the Digital Library for the First Time**
Lesson objectives include—making sure you and your students’ browsers are set up properly, instructor and student access to the Digital Library, the student getting started curriculum, and knowing where to get help.

**Navigating the Digital Library**
Lesson objectives include—the contents of a typical library, drop down menu, search tool, and help & support link.

**Key Tools**
Lesson objectives include—favorites, my notes, and saved searches.

**Accessing an eText from Within the Digital Library**
Lesson objectives include—launching an eText, key features of the Pearson eText, creating an eText course ID, sharing eText notes with students, and purchasing a print version of an eText.

**Accessing a MyLab from Within the Digital Library**
Lesson objectives include—launching your MyLab and creating a MyLab course ID for your students, student registration of a MyLab course ID, and student launch of a MyLab.

**Advanced Features of the Digital Library**
Lesson objectives include—creating categories for notes, putting notes into categories, printing and exporting notes, and private and shared notes.

**The Digital Library and Mobile Devices**
Lesson objectives include—which mobile devices run the Digital Library, installing the eText app on the iPad and Android devices, and using the Digital Library on mobile devices.

**The Expiration and Renewal Options**
Lesson objectives include—eText access expiration and renewal options and MyLab access expiration and renewal options.

Click an icon to access the available training options for the Beginning Curriculum:
MyEducationLab® delivers customizable content and highly personalized study paths, responsive learning tools, and real-time evaluation and diagnostics to help you prepare students for the classroom.

**101-Beginning Training**
This course is designed to give you an overview of MyEducationLab and help you set up your MyEducationLab course. You will learn about the main components of the MyEducationLab management system, along with basic customization techniques.

*1.50 CREDIT HOURS*

**First Steps to Ensure Success**
Lesson objectives include—checking your system requirements, identifying your goals for using your MyLab, and determining how you will measure success.

**Registration**
Lesson objectives include—requesting your instructor access code, registering with our educator access code, and ordering textbooks and student access code kits.

**Learn How Students Register & Enroll**
Lesson objectives include—locating student registration handout, sharing Pearson Students Facebook page, and learning the student registration process.

**Course Set Up**
Lesson objectives include—review the account home page, creating a course, editing course details, and deleting a course.

**Navigation and Course Home**
Lesson objectives include—navigating the course home, adding course announcements and introduction, and writing or adding your course syllabus.

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**Explore Course Content and Pre-Built Assignments**
Lesson objectives include—exploring course content, modifying your course menu and gradable assignments, utilizing the eText, and exploring the study plan.

**Assigning Items**
Lesson objectives include—assigning content using the assignment calendar and using manage assessment schedule feature and using the manage assessment configuration features.

**Gradebook**
Lesson objectives include—snapshot of the gradebook, adding or removing gradebook items, and exporting the gradebook.

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Click an icon to access the available training options for the Beginning Curriculum:

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**201-Intermediate Training**
This Intermediate session focuses on strategies to customize and move to a deeper level of usage. In particular, participants will learn how to add their own materials and assignments to the course.

*1.50 CREDIT HOURS*

**Using the Left Modify Menu**
Lesson objectives include—understanding the settings tab and using the add & arrange tab and the restore & style tab.

**Add your Own Content Page**
Lesson objectives include—adding and editing content page.
201-Intermediate Training continued

Add your Own Assignments
Lesson objectives include—creating a submission assignment and a test menu item.

Add an Assessment (Quiz, Test, or Homework)
Lesson objectives include—writing your own questions and importing questions from TestGen.

Add Gradebook Only Item
Lesson objectives include—identifying offline assignments to record in the gradebook and identifying where in the gradebook the items should be.

Utilizing the eText
Lesson objectives include—exploring the features of the eText.

Performance Reporting
Lesson objectives include—class overview, outcome summary, student performance, and configuration.

Program Administrator and Coordinator (optional)
Lesson objectives include—creating all sections in one account and setting course as “available to copy.”

Click an icon to access the available training options for the Intermediate Curriculum:
MasteringEngineering lets instructors assign media that is automatically graded, provides students personalized coaching and feedback, and captures data to demonstrate assessment outcomes.

101-Beginning Training
This course will give you an overview of Pearson’s Mastering program. Topics covered include creating your course, creating assignments, viewing the gradebook, and understanding the student experience. Participants will review recommended best practices and learn about available support resources.

1.5 CREDIT HOURS

Introduction to Mastering
Lesson objectives include—Why Mastering?, an overview of Mastering navigation, and incorporating best practices.

Create Your Mastering Course
Lesson objectives include—creating an instructor account, creating your first course, and tips for using a prebuilt course.

Create Assignments
Lesson objectives include—creating assignments and setting properties, selecting and organizing assignment content, and previewing/assigning due dates.

Get Your Students Started
Lesson objectives include—allowing student to enroll, understanding how students register, and avoiding student registration pitfalls.

Gradebook Basics
Lesson objectives include—understanding grading, using the gradebook, and helping students understand their scores.

Adaptive Learning
Lesson objectives include—creating an adaptive follow-up assignment, adding adaptive follow-ups to an existing assignment, and understanding dynamic study modules.

Pearson Community and Support
Lesson objectives include—an overview of educator and student support resources and efficacy information.

Click an icon to access the available training options for the Beginning Curriculum:

201-Intermediate Training
This course is intended for Mastering adopters familiar with the platform, course and assignment creation, and basic gradebook usage. Attendees will increase their understanding of course management features, learn to use Mastering’s Learning Outcomes feature to evaluate student learning, and use gradebook diagnostics to identify student misconceptions. Participants will also review best practices and learn about support resources.

1.5 CREDIT HOURS

Manage Multiple Classes and/or Section Instructors
Lesson objectives include—copying a course, copying an assignment, and adding section instructors or colleagues.

Manage Your Course
Lesson objectives include—uploading audio and video files, communicating with students, and grouping students and editing groups.

More About Assignments
Lesson objectives include—changing default assignment settings, creating New Assignment Category and Timed Quiz, weight assessments, creating a pooled assignment, viewing and printing assignments, and creating/assigning learning objectives.
201—Intermediate Training continued

More About the Gradebook
Lesson objectives include—grading essays, adding labs and other outside activities, and allowing re-work for credit.

Export Data
Lesson objectives include—exporting to a spreadsheet and exporting/importing to your LMS

Analytics
Lesson objectives include—student diagnostic graphs, comparing your students with others, using Learning Outcomes report, and previewing efficacy studies examples.

Security
Lesson objectives include—understanding security features and how to forestall cheating.

Click an icon to access the available training options for the Intermediate Curriculum:

301—Advanced Training
Topics in this section go beyond everyday use of Mastering and focus on customization and course redesign.

1.5 CREDIT HOURS

Creating and Customizing Content
Lesson objectives include—The Simple Editor: basics, add hints, hyperlinks, images, and tables and an introduction to the Advanced Editor.

Import Content
Lesson objectives include—importing items requirements and guidelines, importing content, and troubleshooting content import issues.

Course Redesign
Lesson objectives include—measuring student success, flipping the classroom, and additional resources.

Click an icon to access the available training options for the Advanced Curriculum:
MyEngineeringLab provides students with a personalized interactive learning environment, where they can learn at their own pace and measure their progress.

101-Beginning Training
This course is designed to give you an overview of MyEngineeringLab from a student’s perspective as well as basic instruction to get you up and running for the start of the term. You will learn the main components of MyEngineeringLab as well as best practices to enhance your course.

2.0 CREDIT HOURS

Getting Ready to Begin
Lesson objectives include—preparing your machine for work on the Pearson MyLab program, understanding where to go for support during the term, and signing up for product updates, system status updates, and best practices.

Creating your Course and Notifying your Students
Lesson objectives include—creating a course from scratch, setting up and managing a course group, setting your course up according to standards (options), adding section instructors to a course, understanding the student registration process*, and providing course information to your students*.

*skip these objectives and refer to the Blackboard module below if you are using the Blackboard integration

Navigating your Course and Modifying the Course Home Page Settings
Lesson objectives include—understanding both the student and instructor view, learning how to modify and edit your course home page, uploading your course syllabus, learning how to assign a TA or other section instructor.

Create an Announcement
Lesson objectives include—understanding how to create an announcement and email an announcement.

Create a Homework Assignment
Lesson objectives include—creating a homework assignment from scratch and understanding the default setting for a MyEngineeringLab homework assignment.

Create a Quiz/Test
Lesson objectives include—creating a quiz/test from scratch and understanding the Save for Later option and limiting the number of attempts at the quiz/test.

The Study Plan
Lesson objectives include—customizing the mastery setting, the access options, and the coverage and scoring options for the study plan.

The Gradebook
Lesson objectives include—learning about the types of reports available and how to analyze student grades, understanding how to modify a student grade, and learning about the search and email feature within the gradebook.

Optional Module A
If you are using the Blackboard Learn Building Block complete this training module first. Course creation must begin within Blackboard so do not skip this step. You cannot link to an existing Pearson MyLab course.

Lesson objectives include—linking Blackboard and Pearson login credentials, linking your Blackboard course with your Pearson MyLab course, and adding Pearson content to your Blackboard course.

Click an icon to access the available training options for the Beginning Curriculum:
201-Intermediate Training
This course will focus on strategies for using MyEngineeringLab in a more integrated, effective way. In particular you will learn how to use and customize homework assignments, quizzes, tests, and the Gradebook. This course will also cover question types specific to MyEngineeringLab.

2.0 CREDIT HOURS

Customize the Question Options for Assignments
Lesson objectives include—customizing the question options for an assignment, creating an assignment using different question types, and using question pools in a quiz or test.

Customize the Settings for Homework Assignments
Lesson objectives include—customizing scoring options, access controls and presentation options for a homework assignment.

Customize the Settings for Quizzes and Tests
Lesson objectives include—customizing access controls, presentation options, and review options for a quiz/test.

Customize your Gradebook
Lesson objectives include—customizing the display options and course roster in your Gradebook.

Manage Course Grades
Lesson objectives include—create an offline assignment to record non-MyLab grades, setting up grade weighting by percentage and by points, omitting assignment results, and customizing the scoring options in your gradebook.

Manage Student Results
Lesson objectives include—allowing students to resume an interrupted test, omitting/deleting assignment results for a student, submitting zero scores, and dropping lowest scores for a category.

Change Assignment Settings
Lesson objectives include—changing setting for multiple assignments and changing assignment settings for individual students.

Manage Assignments
Lesson objectives include—setting prerequisites for an assignment and reordering and deleting assignments.

Communicate Online with Students
Lesson objectives include—using the email and discussions course tools.

Export Grades
Lesson objectives include—generating a quick export and an advanced export.

Transfer Students
Lesson objectives include—managing students in the destination course and in the source course.

Click an icon to access the available training options for the Intermediate Curriculum:

301-Advanced Training
This course will focus on further customization in Pearson MyLab. In particular, you will customize the learning environment, add customized content, and set up your course for the next term.

1.0 CREDIT HOURS

Design the Course Menu
Lesson objectives include—adding an item to, changing the order of items in the, customizing the style of, and removing an item from the course menu.

Add Course Content
Lesson objectives include—adding text, images, and links to a content page.
301-Advanced Training continued

Upload Course Content
Lesson objectives include—uploading a PDF and a Microsoft Office document as an item menu and files to document sharing.

Set Up your Course for the Next Term
Lesson objectives include—copying a course from a previous term, importing assignments from another course, and customizing assignments copied from another course.

Click an icon to access the available training options for the Advanced Curriculum:
MyFoundationsLab®

MyFoundationsLab is a complete online mastery-based resource for assessing and remediating college- and career-readiness skills in reading, writing and mathematics. The system offers a rich environment of pre-built or customized assessments, personalized learning plans, and highly interactive learning activities that enable students to master skills at their own paces.

101-Beginning Training

The beginning training curriculum will be available on August 2, 2013.
Health Professions

MyHealthProfessionsLab™

MyHealthProfessionsLab provides instructors with a rich and flexible set of course materials, along with course management tools that make it easy to deliver all or a portion of your course online. MyHealthProfessionsLab provides students with a personalized interactive learning environment, where they can learn at their own pace and measure their progress.

101-Beginning Training
This Beginning session introduces best practices and strategies to get instructors up-and-running quickly and easily with MyHealthProfessionsLab. Focus is on setting up the first course, assigning study plan, and measuring student performance. In addition, participants will learn about the main components of the course along with basic customization techniques.

1.25 CREDIT HOURS

Get to Know MyHealthProfessionsLab Portal Page
Lesson objectives include—meeting system requirements, identifying goals to ensure success, measuring success, joining online community and Faculty Advisor Network.

Create your Account and Sign In
Lesson objectives include—creating an instructor account and signing in to MyHealthProfessionsLab.

Create your Course
Lesson objectives include—linking your course to Blackboard Learn (if applicable) and creating your course in MyHealthProfessionsLab.

Help Students Register and Enroll
Lesson objectives include—finding getting started documents in details, sharing Pearson Students Facebook page, and locating student support tab.

Manage Roster
Lesson objectives include—finding course roster, dropping students from roster, understanding temporary access, and adding section instructor.

Get to Know Course Home
Lesson objectives include—managing announcements and modifying course introduction, adding syllabus, understanding Upcoming and For Review area, and exploring Activity area for instructors and students.

Explore the Menu
Lesson objectives include—learning purpose of menu items and knowing what’s hidden from students and why.

Explore Course Content and Pre-Built Assignments
Lesson objectives include—understanding what is gradable in MyHealthProfessionsLab, hiding lessons not relevant to course objectives, and assigning and configuring activities.

Measure Student Performance
Lesson objectives include—performance activity report, gradebook, and study plan performance tab.

eText
Lesson objectives include—basic navigation.

Click an icon to access the available training options for the Beginning Curriculum:
201-Intermediate Training
This Intermediate session focuses on strategies to customize and move to a deeper level of usage. In particular, participants will learn how to add their own materials and assignments to the course.

1.0 CREDIT HOURS

Using the Modify Menu Light Box
Lesson objectives include—understanding the settings tab and using the add & arrange, restore and style tabs.

Add a Content Page to the Left Hand Menu Bar
Lesson objectives include—adding content page via left hand modify tool, adding text, links, or images to a content page, editing content page, and using document sharing to upload your own material.

Add a Threaded Discussion to Left Hand Menu Bar
Lesson objectives include—adding discussion menu items and assign points, adding topic to discussion item, and managing discussion.

Add Documents (Upload Content) to Left Hand Menu Bar
Lesson objectives include—adding menu item and assign points for submission, uploading content item, and replacing content of uploaded file.

Add Gradebook Only Item
Lesson objectives include—identifying offline assignments to record in gradebook and identifying where in the gradebook the items should be.

Add an Assessment (Quiz, Test, or Submission)
Lesson objectives include—adding submission assignment via left hand modify tool, creating your own test, importing tests from TestGen/Respondus, and editing existing assignments.

Add External Weblink to Left Hand Menu Bar
Lesson objectives include—copying and pasting URL, replacing a URL, and learning alternatives for YouTube videos.

eText—Deeper Integration
Lesson objectives include—creating a custom course, enrolling students, sharing notes, and using the Whiteboard.

Click an icon to access the available training options for the Intermediate Curriculum:
MyMedicalTerminologyLab™ is a comprehensive online program that gives you the opportunity to test your understanding of information, concepts and medical terminology to see how well you know the material.

101-Beginning Training
This Beginning session introduces best practices and strategies to get instructors up-and-running quickly and easily with MyMedicalTerminologyLab. Focus is on setting up the first course, assigning study plan, and measuring student performance. In addition, participants will learn about the main components of the course along with basic customization techniques.

1.25 CREDIT HOURS

Get to Know MyMedicalTerminologyLab Portal Page
Lesson objectives include—meeting system requirements, identifying goals to ensure success, and measuring success, and finding help and support.

Create your Account and Sign In
Lesson objectives include—creating an instructor account and signing in to MyMedicalTerminologyLab.

Create your Course
Lesson objectives include—linking your course to Blackboard Learn (if applicable) and creating your course in MyMedicalTerminologyLab.

Help Students Register and Enroll
Lesson objectives include—finding getting started documents in details, sharing Pearson Students Facebook page, and locating student support tab.

Manage Roster
Lesson objectives include—finding course roster, dropping students from roster, understanding temporary access, and adding section instructor.

Get to Know Course Home
Lesson objectives include—managing announcements and modifying course introduction, adding syllabus, understanding Upcoming and For Review area, and exploring Activity area for instructors and students.

Explore the Menu
Lesson objectives include—learning purpose of menu items and knowing what’s hidden from students and why.

Explore Course Content and Pre-Built Assignments
Lesson objectives include—understanding what is gradable in MyMedicalTerminologyLab, hiding lessons not relevant to course objectives, and assigning and configuring activities.

Measure Student Performance
Lesson objectives include—performance activity report, gradebook, and study plan performance tab.

eText
Lesson objectives include—basic navigation.

Click an icon to access the available training options for the Beginning Curriculum:

201-Intermediate Training
This Intermediate session focuses on strategies to customize and move to a deeper level of usage. In particular, participants will learn how to add their own materials and assignments to the course.

1.25 CREDIT HOURS

Using the Modify Menu Light Box
Lesson objectives include—understanding the settings tab and using the add & arrange, restore and style tabs.
201-Intermediate Training continued

Add a Content Page
Lesson objectives include—determining if item will be gradable or for submission and adding text, images, or links to a content page.

Add a Threaded Discussion
Lesson objectives include—adding menu item and assigning points, adding topic, and managing discussion.

Add Documents (Upload Content Item)
Lesson objectives include—determining if item will be gradable or for submissions and uploading a PDF or a Microsoft Office document as a menu item.

Add Gradebook Only Item
Lesson objectives include—identifying offline assignments to record in the gradebook and identifying where in the gradebook the items should be.

Add an Assessment (Quiz, Test, or Homework)
Lesson objectives include—writing your own questions, importing questions from TestGen, managing assessment, and using pre-built chapter test.

Add Linked Content
Lesson objectives include—copying and pasting a URL, replacing a URL, and learning alternatives for YouTube videos.

eText—Deeper Integration
Lesson objectives include—creating a custom course, enrolling students, sharing notes, and using the Whiteboard.

MTI

Click an icon to access the available training options for the Intermediate Curriculum:
MyITLab is designed as a true system where you can train your students on simulation assignments that were built to match projects or exercises from select Pearson texts. MyITLab for Office 2010 now uses the NextGen Platform.

101-Beginning Training
This course is designed to give you an overview of your MyITLab course. You will learn the basics including registration, navigation, and overall course management. These lessons will also give you an overview of MyITLab from a student's perspective.

2.0 CREDIT HOURS

Exploring your Course
Access your Course
Lesson objectives include—cross-browser compatibility, course entry, and student registration and login.

New Look!!
Lesson objectives include—refreshed student experience.

Navigate your Course
Lesson objectives include—exploring the course menu, today's view (updates), explaining course structure and organization, and the eText.

Assigning Activities & Monitoring Results
Assignment Calendar
Lesson objectives include—assignment calendar tab, drag & drop assignment options, and assigning due dates to multiple sections.

Student Scheduling Options
Lesson objectives include—personalized scheduling options for students and assigning content to groups.

Activity Preferences
Lesson objectives include—enabling grace period to assignments and editing grader projects.

Gradebook Features
Lesson objectives include—identification of potential integrity violation and updates to custom gradebook columns and grade-to-date column.

Supporting Students
View the Gradebook
Lesson objectives include—exploring the gradebook, viewing submissions in gradebook, using filters in gradebook, exporting grade, and managing course roster.

Manage Student Results
Lesson objectives include—notifications/alerts, delete and/or force submission in instructor view, accepting late submissions, grade period, using advanced filters, and creating a custom view.

View Student Results
Lesson objectives include—viewing submission reports for simulations and for grader projects and identifying integrity violations for grader projects.

Adding Content to your Course
Explore the Course Materials Library
Lesson objectives include—navigating the course materials library, training vs. assessments, skill-based vs. project-based activities, study plans, multimedia resources, and grader project solution files.

Add Content to your Course
Lesson objectives include—creating a folder, adding instructor files and links, adding content from course materials library and from product shared library, and adding content to multiple sections.
101-Beginning Training continued

View Student Activities
Lesson objectives include—accessing course content, skill-based training and exam, and grade project.

Click an icon to access the available training options for the Beginning Curriculum:

201–Intermediate Training
This course will focus on teaching strategies using MyITLab. In particular, you will learn how to use and customize homework assignments, assessments, and manage the Gradebook, and more.

1.50 CREDIT HOURS

Create Custom Simulation
Lesson objectives include—editing existing simulation and creating a custom simulation in the course materials library.

Create Custom Objective-Based Activities
Lesson objectives include—editing objective-based activity and creating a custom objective-based activity in the course materials library.

Create a Dropbox Activity
Lesson objectives include—creating and adding a Dropbox activity to your course and grading a Dropbox activity.

Adjust Activity Preferences
Lesson objectives include—setting global preferences for activities and setting preferences for individual activities.

Adjust Assignment Scheduling Options
Lesson objectives include—adjusting activity settings for both individual students and multiple students/groups and adjusting scheduling options across multiple sections.

Global Course Preferences
Lesson objectives include—using global course preferences.

Using the eText Tools
Lesson objectives include—adding annotations, bookmarks, and notes.

Run Reports
Lesson objectives include—viewing available reports and how to run reports.

Communication Tools
Lesson objectives include—email.

Manage your Course
Lesson objectives include—editing course settings and copying a course.

Click an icon to access the available training options for the Intermediate Curriculum:

301–Advanced Training
These lessons focus on further customization in MyITLab. In particular, you will learn how to further customize the Gradebook and create your own questions in the MyITLab Question Library.

1.0 CREDIT HOURS

Copy Content
Lesson objectives include—sharing content across sections.
301-Advanced Training continued

Create Custom Columns and Weights in Gradebook
Lesson objectives include—creating custom calculated and total columns in gradebook and weight grades.

Create Grade Schemas
Lesson objectives include—grade schemas and applying grade schema to activities/custom columns.

Create Custom Questions
Lesson objectives include—creating your own custom questions and adding custom questions to an activity.

Click an icon to access the available training options for the Advanced Curriculum:
MyITLab is designed as a true system where you can train your students on simulation assignments that were built to match projects or exercises from select Pearson texts. In 2013, Pearson’s MyITLab once again redefines the student and instructor experience in the IT course.

101-Beginning Training
This course is designed to give you an overview of your MyITLab course. You will learn the basics including registration, navigation, and overall course management. These lessons will also give you an overview of MyITLab from a student's perspective.

2.0 CREDIT HOURS

Exploring your Course
Access your Course
Lesson objectives include—course entry and student registration and login.

Navigate your Course
Lesson objectives include-exploring the course menu and course home, course structure and organization, and using the eText.

View Activities and Assignments
Lesson objectives include-viewing course materials, skill-based training, skill-based exam, objective-based activity, and grader project.

Assigning Activities & Monitoring Results
Assign Activities & Assessments
Lesson objectives include-showing content to students, learning how to assign activities, setting scheduling options, and assigning due dates to multiple sections.

View the Gradebook
Lesson objectives include-viewing the gradebook, using filters in the gradebook, and exporting grades.

View Student Results
Lesson objectives include-viewing submissions for simulations, viewing submission reports for grader projects, and identifying potential integrity violations.

Supporting your Students
Manage Student Results
Lesson objectives include-notifications and alerts, deleting submissions, accepting late submissions, grace period, creating a custom view.

Communicating with Students
Lesson objectives include-creating announcements and email.

Adding Content to your Course
Explore the Course Materials Library
Lesson objectives include—training vs. assessment, navigating the course materials library, and exploring additional types of content.

Creating Folders and Adding Content
Lesson objectives include-organizing your course, adding content from the course materials library and from the product shared library.

Click an icon to access the available training options for the Beginning Curriculum:
**201-Intermediate Training**
This course will focus on teaching strategies using MyITLab. In particular, you will learn how to use and customize homework assignments, assessments, manage the Gradebook and more.

*2.0 CREDIT HOURS*

**Create Custom Simulation**
Lesson objectives include-editing existing simulation and creating a custom simulation in the course materials library.

**Create Custom Objective-Based Activities**
Lesson objectives include—editing objective-based activity and creating a custom objective-based activity in the course materials library.

**Create a Dropbox Activity**
Lesson objectives include—creating and adding a Dropbox activity to your course and grading a Dropbox activity.

**Edit Grader Projects**
Lesson objectives include—editing grader project instruction text and project hints and adjusting the points for steps within the grader projects.

**Adjust Activity Preferences**
Lesson objectives include—setting global preferences for activities and setting preferences for individual activities.

**Adjust Assignment Scheduling Options**
Lesson objectives include—adjusting activity settings for both individual students and multiple students/groups and adjusting scheduling options across multiple sections.

**Use the eText Tools**
Lesson objectives include—adding annotations, bookmarks, and notes.

**Run Reports**
Lesson objectives include—viewing available reports and how to run reports.

**Communicate Online with Students**
Lesson objectives include—email and announcements.

**Meet Online with Students**
Lesson objectives include—chat/class live and discussions.

**Click an icon to access the available training options for the Intermediate Curriculum:**

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**301-Advanced Training**
These lessons focus on further customization in MyITLab. In particular, you will learn how to further customize the Gradebook and build your course to specific student learning outcomes.

*2.0 CREDIT HOURS*

**Modify Course and Adjust Course Settings**
Lesson objectives include—modifying course links and managing course roster.

**Copy Content**
Lesson objectives include—sharing content across sections.

**Create Custom Columns and Weight Grades in Gradebook**
Lesson objectives include—creating calculated and total columns and weighting grades.

**Create Grade Schemas**
Lesson objectives include—grade schemas and applying grade schema to activities/custom columns.

**Create your Own Grader Project**
Lesson objectives include—creating your own grader project using the project creation tool and adding a grader project to your course.
301-Advanced Training continued

Create Custom Questions
Lesson objectives include—creating your own custom questions and adding custom questions to an activity.

Follow Accessibility Standards
Lesson objectives include—universal design for learning and web content acceptable guidelines.

Student Learning Outcomes
Lesson objectives include—adding your own course objectives, adding module objectives, and mapping objectives to assignments.

Click an icon to access the available training options for the Advanced Curriculum:

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401-Program Coordinator Course
This course will focus on the Program Coordinator role in MyITLab. You will learn how to create the Coordinator Course (master template), how to create sections, and the instructor enrollment process.

1.0 CREDIT HOURS

Coordinator Courses
Lesson objectives include—understanding the role of Program Coordinator and creating a coordinator course.

Create Course Sections
Lesson objectives include—creating course sections based on the coordinator course, course dates, and copying a course.

Enroll Section Instructors
Lesson objectives include—explaining process instructors follow to register and enroll in their section and how to promote instructor to section instructor in program coordinator account.

Reporting
Lesson objectives include—using coordinator admin tools to select all the sections needed.

Manage Coordinator Account
Lesson objectives include—hide/unhide sections and delete sections.

Click an icon to access the available training options for the Coordinator Course Curriculum:
Lesson objectives include—managing announcements and modifying course introduction, adding syllabus, understanding study plan, and measuring student performance. In addition, participants will learn about the main components of the course along with basic customization techniques.

**101-Beginning Training**

This Beginning session introduces best practices and strategies to get instructors up-and-running quickly and easily with NCCERconnect. Focus is on setting up the first course, assigning study plan, and measuring student performance. In addition, participants will learn about the main components of the course along with basic customization techniques.

**1.0 CREDIT HOURS**

**Get to Know NCCERconnect Portal Page**

Lesson objectives include—meeting system requirements and finding help and support.

**Create your Account and Sign In**

Lesson objectives include—creating an instructor account and signing in to NCCERconnect.

**Create your Course**

Lesson objectives include—linking your course to Blackboard Learn (if applicable) and creating your course in NCCERconnect.

**Help Students Register and Enroll**

Lesson objectives include—finding getting started documents in details, sharing Pearson Students Facebook page, and locating student support tab.

**Manage Roster**

Lesson objectives include—finding course roster, dropping students from roster, understanding temporary access, and adding section instructor.

**Get to Know Course Home**

Lesson objectives include—managing announcements and modifying course introduction, adding syllabus, understanding Upcoming and For Review area, and exploring Activity area for instructors and students.

**Explore the Menu**

Lesson objectives include—learning purpose of menu items and knowing what’s hidden from students and why.

**Explore Course Content and Pre-Built Assignments**

Lesson objectives include—understanding what is gradable in NCCERconnect, hiding lessons not relevant to course objectives, and assigning and configuring activities.

**Measure Student Performance**

Lesson objectives include—performance activity report and gradebook.

**Instructor Resources & eText**

Click an icon to access the available training options for the Beginning Curriculum:

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**201-Intermediate Training**

This Intermediate session focuses on strategies to customize and move to a deeper level of usage. In particular, participants will learn how to add their own materials and assignments to the course.

**1.0 CREDIT HOURS**

**Using the Modify Menu Light Box**

Lesson objectives include—understanding the settings tab and using the add & arrange, restore and style tabs.
201-Intermediate Training continued

Add a Content Page
Lesson objectives include—determining if item will be gradable or for submission and adding text, images, or links to a content page.

Add a Threaded Discussion
Lesson objectives include—adding menu item and assigning points, adding topic, and managing discussion.

Add Documents (Upload Content Item)
Lesson objectives include—determining if item will be gradable or for submissions and uploading a PDF or a Microsoft Office document as a menu item.

Add Gradebook Only Item
Lesson objectives include—identifying offline assignments to record in the gradebook and identifying where in the gradebook the items should be.

Add an Assessment (Quiz, Test, or Homework)
Lesson objectives include—writing your own questions, importing questions from TestGen, managing assessment, and using pre-built chapter test.

Add Linked Content
Lesson objectives include—copying and pasting a URL, replacing a URL, and learning alternatives for YouTube videos.

eText—Deeper Integration
Lesson objectives include—creating a custom course, enrolling students, sharing notes, and using the Whiteboard.

Click an icon to access the available training options for the Intermediate Curriculum:
MyNursingLab provides a guided learning path that is proven to help students synthesize vast amounts of information, guiding them from memorization to true understanding through application.

101—Beginning Training
This Beginning session introduces best practices and strategies to get instructors up-and-running quickly and easily with MyNursingLab. Focus is on setting up the first course, assigning study plan, and measuring student performance. In addition, participants will learn about the main components of the course along with basic customization techniques.

1.25 CREDIT HOURS

Get to Know MyNursingLab Portal Page
Lesson objectives include—meeting system requirements, identifying goals to ensure success, measuring success and joining My Nursing Community and Faculty Advisor Network.

Create your Account and Sign In
Lesson objectives include—creating an instructor account and signing in to MyNursingLab.

Create your Course
Lesson objectives include—linking your course to Blackboard Learn (if applicable) and creating your course in MyNursingLab.

Help Students Register and Enroll
Lesson objectives include—finding getting started documents in details, sharing Pearson Students Facebook page, and locating student support tab.

Manage Roster
Lesson objectives include—finding course roster, dropping students from roster, understanding temporary access, and adding section instructor.

Get to Know Course Home
Lesson objectives include—managing announcements and modifying course introduction, adding syllabus, understanding Upcoming and For Review area, and exploring Activity area for instructors and students.

Explore the Menu
Lesson objectives include—learning purpose of menu items and knowing what’s hidden from students and why.

Explore Course Content and Pre-Built Assignments
Lesson objectives include—understanding the student experience, mapping content to course syllabus, hiding lessons not relevant to course objectives, and assigning and configuring activities.

Measure Student Performance
Lesson objectives include—performance activity report, gradebook, and study plan performance tab.

eText
Lesson objectives include—basic navigation.

Click an icon to access the available training options for the Beginning Curriculum:

201—Intermediate Training
This Intermediate session focuses on strategies to customize and move to a deeper level of usage. In particular, participants will learn how to add their own materials and assignments to the course.

1.0 CREDIT HOURS

Using the Modify Menu Light Box
Lesson objectives include—understanding the settings tab and using the add & arrange, restore and style tabs.
201-Intermediate Training continued

Add a Content Page to the Left Hand Menu Bar
Lesson objectives include—adding content page via left hand modify tool, adding text, links, or images to a content page, editing content page, and using document sharing to upload your own material.

Add a Threaded Discussion to Left Hand Menu Bar
Lesson objectives include—adding discussion menu items and assign points, adding topic to discussion item, and managing discussion.

Add Documents (Upload Content) to Left Hand Menu Bar
Lesson objectives include—adding menu item and assign points for submission, uploading content item, and replacing content of uploaded file.

Add Gradebook Only Item
Lesson objectives include—identifying offline assignments to record in gradebook and identifying where in the gradebook the items should be.

Add an Assessment (Quiz, Test, or Submission)
Lesson objectives include—adding submission assignment via left hand modify tool, creating your own test, importing tests from TestGen/Respondus, and editing existing assignments.

Add External Weblink to Left Hand Menu Bar
Lesson objectives include—copying and pasting URL, replacing a URL, and learning alternatives for YouTube videos.

eText—Deeper Integration
Lesson objectives include—creating a custom course, enrolling students, sharing notes, and using the Whiteboard.

Click an icon to access the available training options for the Intermediate Curriculum:
ReadyPoint Nursing offers more effective methods of preparing students for their NCLEX® exams and helping to develop their clinical judgment and reasoning skills.

101-Beginning Training
Instructors will have access to a self-paced training within their ReadyPoint Dashboard that they can refer to as necessary after training. This will be a modular format with short Lessons within each module so that instructors can quickly learn the skill they want to learn. Each objective covered should take no more than 5-10 minutes.

1.50 CREDIT HOURS

Master the Basics
Lesson objectives include—logging into ReadyPoint course as student to understand the student view and logging into ReadyPoint course as instructor to understand instructor view.

Assign Content
Lesson objectives include—correlating ReadyPoint assignments with semester syllabus/calendar, hiding assignments not relevant to course objectives to keep students focused, assigning activities and assessments for students to complete with specific due dates in the calendar/through scheduler, and editing assignments to fit the way you teach.

Measure Student Performance
Lesson objectives include—accessing, configuring, and navigating information in course activity report tab, navigating study plan progress tab under individual lessons in MyNursingLab, and evaluating student performance by viewing submissions, grading work, providing qualitative feedback, and analyzing student results.

Communicate with Students
Lesson objectives include—creating a profile, posting on social wall and adding RSS feeds to relevant content, adding announcement and discussion topic, uploading documents to document sharing, and emailing students.

Using Additional Resources in ReadyPoint
Lesson objectives include—incorporating classroom prep resources under instructor resources tab, setting up custom eText for students to see instructor notes and highlights, and understanding material in course resources tab.

Course Exams
Lesson objectives include—grasping working knowledge of course exams and how they are set up, finding student results of exams in performance tab, and understanding content of reinforce tab and how students should utilize it.

Help and Support
Lesson objectives include—when to contact tech support and client services and Help Tab within ReadyPoint course, on demand office hours with dedicated Faculty Advisor, weekly webinars focusing on advanced topics and specific course integration with expert, and joining My Nursing Community and the Faculty Advisor Network.

Advanced Topics
Lesson objectives include—creating submission assignment, uploading content pages, links, and gradable quizzes, and setting up gradebook to include custom-built assignments.

Click an icon to access the available training options for the Beginning Curriculum:
RealEHRPrep with Cerner is the only definitive, evidence-based HER learning solutions with a one-of-a-kind structured learning path of introduce-immerse-demonstrate.

**101-Beginning Training**
This Beginning session introduces best practices and strategies to get instructors up-and running quickly and easily with RealEHRPrep with Cerner. Focus is on setting up the first course, assigning learning activities, and measuring student performance. In addition, participants will learn about the main components of the course along with basic customization techniques.

1.25 CREDIT HOURS

**Get to Know RealEHRPrep Portal Page**
Lesson objectives include—meeting system requirements, identifying goals to ensure success, measuring success and joining My Nursing Community and Faculty Advisor Network.

**Create your Account and Sign In**
Lesson objectives include—creating an instructor account and signing in to RealEHRPrep.

**Create your Course**
Lesson objectives include—linking your course to Blackboard Learn (if applicable) and creating your course in RealEHRPrep.

**Navigate to Cerner AEHR and Understand Components of Logging In**
Lesson objectives include—downloading Citrix software, components required to run Citrix/AEHR, and login information needed for AEHR.

**Help Students Register and Enroll**
Lesson objectives include—finding getting started documents in details, sharing Pearson Students Facebook page, and locating student support tab.

**Manage Roster**
Lesson objectives include—finding course roster, dropping students from roster, understanding temporary access, and adding section instructor.

**Get to Know Course Home**
Lesson objectives include—managing announcements and modifying course introduction, adding syllabus, understanding Upcoming and For Review area, and exploring Activity area for instructors and students.

**Explore the Menu**
Lesson objectives include—learning purpose of menu items and knowing what’s hidden from students and why.

**Explore Course Content and Pre-Built Assignments**
Lesson objectives include—understanding the student experience, mapping content to course syllabus, hiding lessons not relevant to course objectives, and assigning and configuring activities (activities in Cerner covered here.)

**Measure Student Performance**
Lesson objectives include—performance activity report, gradebook, and reviewing student work in AEHR.

**eText**
Lesson objectives include—basic navigation.

**Click an icon to access the available training options for the Beginning Curriculum:**
The Neighborhood is an online program that allows students to easily connect the concepts they learn to the clinical setting, through virtual patient experience in a safe environment.

101-Beginning Training
This Beginning session introduces best practices and strategies to get instructors up-and running quickly and easily with Neighborhood 2.0. Focus is on setting up the first course, assigning activities, and measuring student performance. In addition, participants will learn about the main components of the course along with basic customization techniques.

1.50 CREDIT HOURS

First Steps to Ensure Success
Lesson objectives include—articulating your program outcomes for using a virtual community, measuring success, system requirements, help and support, and joining My Nursing Community.

Understand Seasons and Households
Lesson objectives include—coverage of season 1, season 2, and season 3.

Identify Key Concepts for Each Household

Create a Syllabus Using ClassMaster

Class Preparation Resources
Lesson objectives include—searching activities in class prep resources and creating a collection of activities in class preparation resources.
MyStudentSuccessLab is an online solution designed to help students 'Start strong, Finish stronger' by building skills for ongoing personal and professional development.

101-Beginning Training
This course is designed to help students master success skills through critical thinking and practice of skills such as Time Management, Financial Literacy, and Goal Setting.
2.0 CREDIT HOURS

Creating your MyLab Course
Lesson objectives include—getting signed in, using MyLabsPlus, integrating with your LMS (optional,) making your course, and enrolling your students.

Designing your MyLab Course
Lesson objectives include—being a student, modifying what students view, customizing the students’ learning path, and scheduling how students work.

Using your MyLab Gradebook
Lesson objectives include—measuring student success, adding scores to gradebook, understanding course averages, and implementing participation scores.

Click an icon to access the available training options for the Beginning Curriculum:

201-Intermediate Training
Descriptive text
1.0 CREDIT HOURS

Modifying your MyLab Course
Lesson objectives include—communication with students, managing your roster, personalizing menu bar, and distributing information to students.

Managing Lab Activities
Lesson objectives include—understanding mastery, categorizing activities, customizing assessments, assigning journal activities, modifying skills assignments, and prescribing work flow.

Using the Gradebook
Lesson objectives include—managing students’ incomplete work, changing weighting, applying item analysis, and running gain/loss reports.

Click an icon to access the available training options for the Intermediate Curriculum:

301-Advanced Training
Descriptive text
1.0 CREDIT HOURS

Making the MyLab Work for You
Lesson objectives include—uploading your content, creating your own assignments, changing content globally, prescribing unique work flows, and importing content from other courses.

Mastering the Gradebook
Lesson objectives include—deleting and omitting scores, setting scoring options, searching for particular results, and generating reports for you objectives.

Click an icon to access the available training options for the Advanced Curriculum: