



**MyLab and Mastering  
Integration with Blackboard  
Implementation Guide**

# BREAKTHROUGH

Together

## TABLE OF CONTENTS

<b>Before You Begin .....</b>	<b>4</b>
<b>Module 1: Connecting Your Blackboard course to Mylab &amp; Mastering 6</b>	
Lesson 1: Making sure the Pearson Building Block is available.....	6
Lesson 2: Connecting Blackboard with Mylab and Mastering .....	10
Lesson 3: Creating links from Blackboard to Mylab & Mastering.....	17
Lesson 4: Create a Quick MyLab Link for Your Students .....	22
Lesson 5: How to reset the connection between Blackboard and Mylab & Mastering.....	26
Lesson 6: How to Copy An Integrated Course For Use in Future Semesters.....	28
Lesson 7: How Students Connect from Blackboard to Mylab & Mastering .....	29
<b>Module 2: Moving grades from Mylab &amp; Mastering to Blackboard ...</b>	<b>34</b>
<b>Module 3: Grade Transfer and Grade Sync for Mastering .....</b>	<b>39</b>
Lesson 1: How to transfer grades to Blackboard From mastering.....	39
Lesson 2: How to Sync grades with Blackboard and Mastering .....	43
Lesson 3: Troubleshooting the grade Sync and Transfer Process .....	55
<b>Module 4: Grade Transfer and Grade Sync for XL-Based MyLabs ....</b>	<b>57</b>
Lesson 1: How to transfer grades to Blackboard.....	57
Lesson 2: How to Sync grades with Blackboard .....	62
Lesson 3: Troubleshooting the grade Sync and Transfer Process .....	76
<b>Module 5: Grade Transfer and Grade Sync for Pegasus-based MyLabs</b>	
<b>.....</b>	<b>79</b>
Lesson 1: How to transfer grades to Blackboard.....	79
Lesson 2: How to Sync Grades to Blackboard.....	84
Lesson 3: Troubleshooting the grade Sync and Transfer Process .....	96
<b>Module 6: Grade Transfer for Native-Based MyLabs .....</b>	<b>98</b>
Lesson 1: How to transfer grades to Blackboard.....	98
Lesson 2: Troubleshooting the Grade Transfer Process.....	102

<b>Module 7: Creating Coordinator and Member Courses .....</b>	<b>104</b>
<b>Module 8: Tips to Assure Your Integration is A Success .....</b>	<b>118</b>
Lesson 1: Integrated Courses: No Course IDs used .....	118
Lesson 2: The Diagnostics Report & 24/7 Support .....	119
Lesson 3: Additional Support Resources .....	122

# BREAKTHROUGH

Together

## BEFORE YOU BEGIN

Hello and welcome! Whether you are new to integrating a MyLab & Mastering course with a Learning Management System such as Blackboard, Canvas or Desire2Learn and seeking guidance for getting started, or are seeking more information about the integration, you have come to the right place!

Here's what you will get from the Interactive Training Guide:

- Just-in-time assistance for setting up your integration
- Best practices and strategies for effective implementation of the integration
- Helpful step-by-step videos of the procedures you need to follow

As you work through the lessons in the Interactive Training Guide, you will notice the following icons:

 <p>How Do It! Videos</p>	Click to watch a video showing you the steps for completing the activity.
 <p>You Try It! Simulations</p>	Click to start a practice module where you can work through the steps of an interactive simulation to complete the activity.
 <p>Help</p>	Click to open up the relevant Instructor Help page for the topic.

## Where to go for help

**I am having difficulty setting up my instructor account**

[Pearson 24/7 Customer Support](#)

**The program is not displaying correctly on my computer**

[Pearson 24/7 Customer Support](#)

**I would like additional assistance with setting up the integration**

[Educator Support Page](#)

# BREAKTHROUGH

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## MODULE 1: CONNECTING YOUR BLACKBOARD COURSE TO MYLAB & MASTERING

The Blackboard learning management system can be easily integrated with Pearson MyLab and Mastering. In the following pages you'll go step-by-step through this process.



How Do I?  
Video Tutorials

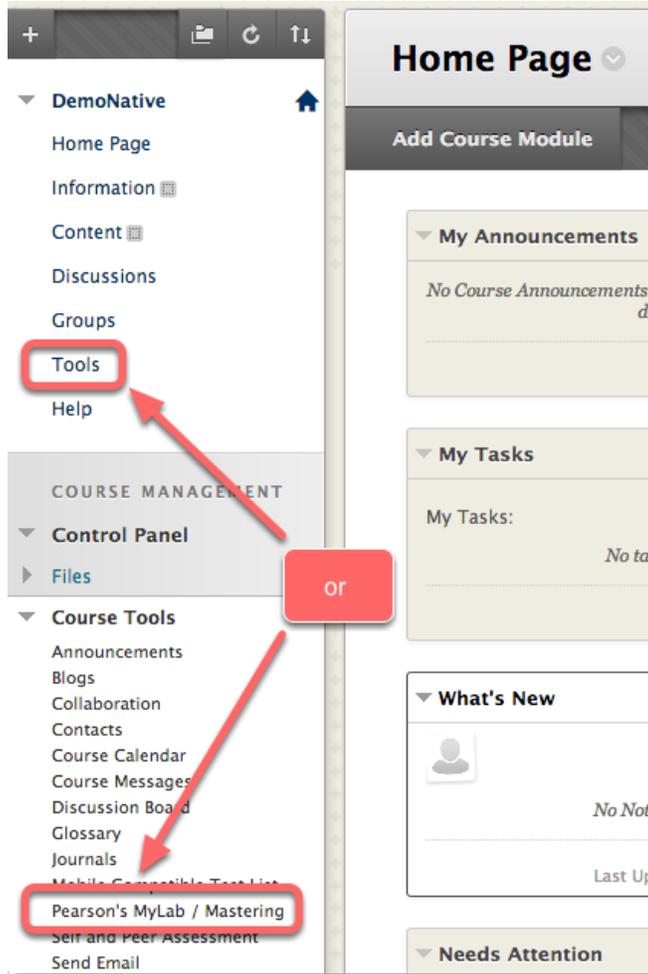
### LESSON 1: MAKING SURE THE PEARSON BUILDING BLOCK IS AVAILABLE

Before you can link your Blackboard course to a Pearson MyLab, you must first make sure that the MyLab Building Block is installed and activated.

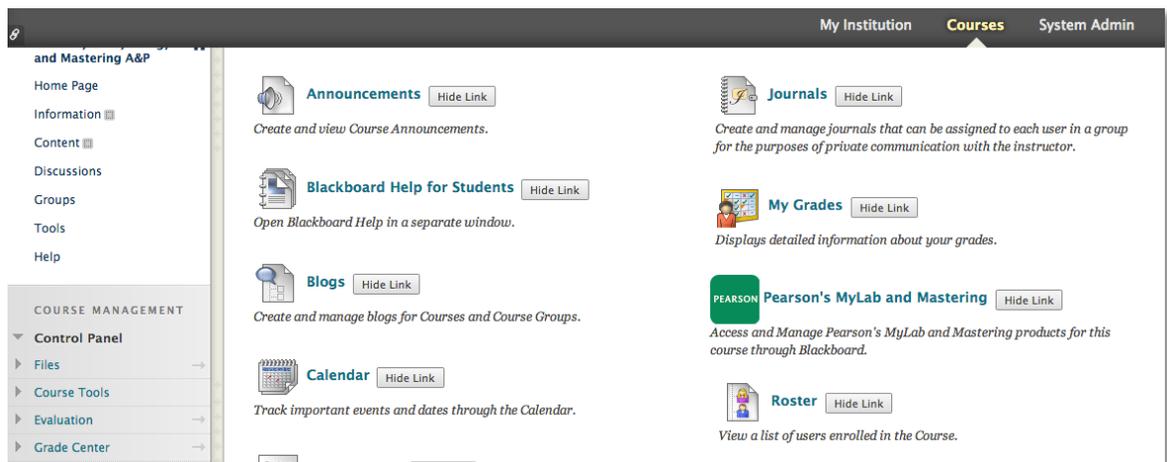
1. Sign in to your Blackboard course.

The screenshot shows the Blackboard user interface. At the top, there are navigation links: "My Institution", "Courses" (highlighted with a red box), and "System Admin". Below this is a secondary navigation bar with "Add Modules", "Personalize Page", and "11". A red callout box with the text "Choose one of your courses after you login." points to the "Courses" link and a "My Courses" dropdown menu. The "My Courses" menu is also highlighted with a red box and lists several options: "Courses where you are: Instructor", "DemoMastering", "DemoNative", "DemoPeg", and "DemoXL". On the left side, there is a "Tools" navigation panel with various links like "Announcements", "Calendar", "Tasks", "My Grades", "Send Email", "User Directory", "Address Book", "Personal Information", "Goals", and "Enterprise Surveys".

2. Click the **Tools** link in the left navigation panel. Typically, the Pearson MyLab Building Block will be found in the **Tools** area, but you may also find it under **Control Panel -> Course Tools -> Pearson's MyLab / Mastering**.



3. If you find Pearson's MyLab & Mastering on the Tools page, then it is installed in your course and you can **skip to the next lesson**. If you do **NOT** find the Building Block here, then **continue to step 4**.



4. If you did not find Pearson's MyLab & Mastering in the above steps, then in the **Control Panel**, click the **Customization** link and then click **Tool Availability**.

The screenshot shows the 'Tool Availability' page in a Blackboard course. The page title is 'Tool Availability' and the subtitle is 'Use this page to control what tools can be used, as well as which users have access to those tools. [More Help](#)'. There is a 'Filter by:' dropdown menu. Below the filter are 'Cancel' and 'Submit' buttons. A table lists various tools with columns for 'Available', 'Visible to Guests', 'Visible to Observers', and 'Available in Content Area'.

Tool	Available	Visible to Guests	Visible to Observers	Available in Content Area
Adaptive Release	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ALEKS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Announcements	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Assignment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Audio	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Blackboard Help	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

5. Scroll down the list of available tools until you find two rows entitled, Pearson's MyLab and Mastering (Content) and Pearson's MyLab and Mastering (Tools). Click the two checkboxes as shown in the image below and then click **Submit**. If the Pearson's MyLab & Mastering options are not available here, please contact your campus Blackboard administrator to have them installed.

Mobile Compatible Test	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>
Mobile Compatible Test List	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>
Module Page	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>
My Grades	<input checked="" type="checkbox"/>	<input type="radio"/>	<input checked="" type="checkbox"/>	<input type="radio"/>
Observer	<input checked="" type="checkbox"/>	<input type="radio"/>	<input checked="" type="checkbox"/>	<input type="radio"/>
Pearson's Direct (Tools)	<input checked="" type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Pearson's MyLab and Mastering (Content)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>
Pearson's MyLab and Mastering (Tools)	<input checked="" type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Pearson Direct (Content)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>
Performance Dashboard	<input checked="" type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

6. When you return to the Tools page you'll now see that the Pearson MyLab and Mastering Building Block is available to you. **You can now proceed to lesson 2 in this module.**

The screenshot shows the Blackboard 'Tools' page. On the left is a navigation menu with categories like Accounting, Control Panel, and Course Tools. The main area displays several tools, each with an icon, a title, a description, and a 'Hide Link' button. The tools shown are: Announcements, Journals, Blackboard Help for Students, My Grades, Blogs, and Pearson's MyLab and Mastering. The 'Pearson's MyLab and Mastering' tool is highlighted with a red rectangular box. Its description reads: 'Access and Manage Pearson's MyLab and Mastering products for this course through Blackboard.'

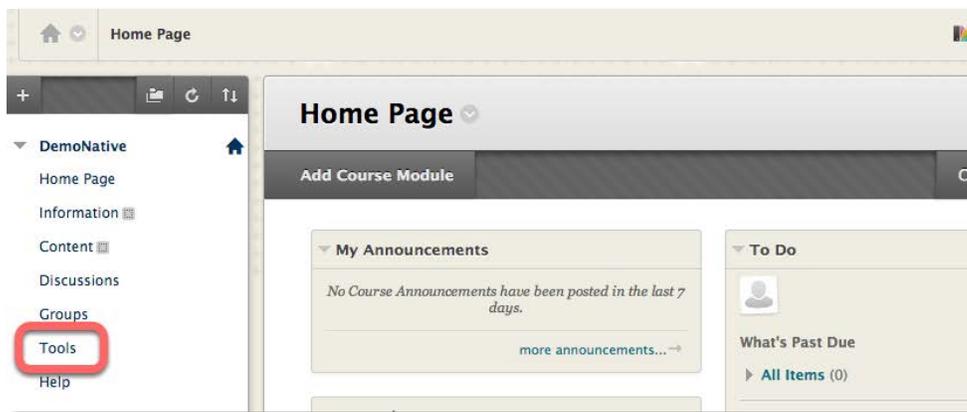
# BREAKTHROUGH

Together

## MODULE 1: INTEGRATING BLACKBOARD WITH MYLAB AND MASTERING

### LESSON 2: CONNECTING BLACKBOARD WITH MYLAB AND MASTERING

1. Click the **Tools** link from your Blackboard homepage.



- Click the **Pearson's MyLab and Mastering Building Block**.

The screenshot shows a Blackboard course page with a navigation menu on the left and a main content area. The main content area contains several building blocks, each with a 'Hide Link' button. The 'Pearson's MyLab and Mastering' block is highlighted with a red box. The blocks include:

- Announcements**: Create and view Course Announcements.
- Blackboard Help for Students**: Open Blackboard Help in a separate window.
- Blogs**: Create and manage blogs for Courses and Course Groups.
- Calendar**: Track important events and dates through the Calendar.
- Journals**: Create and manage journals that can be assigned to each user in a group for the purposes of private communication with the instructor.
- My Grades**: Displays detailed information about your grades.
- Pearson's MyLab and Mastering**: Access and Manage Pearson's MyLab and Mastering products for this course through Blackboard. (Highlighted with a red box)
- Roster**: View a list of users enrolled in the Course.

- Click **Select a MyLab and Mastering product to use with this course**.

The screenshot shows the Pearson's MyLab and Mastering interface. The main content area contains three sections:

- Student Help**: Learn how to register, sign in, and access Pearson's MyLab and Mastering.
- Instructor Help**: Learn how to get a Pearson account, sign in, and make Pearson's MyLab and Mastering available for your students.
- Select a MyLab and Mastering product to use with this course**: Choose from a list available MyLab and Mastering material to use in your course. Attention Mastering users: Modified Mastering is required for integrating Mastering with your LMS. Modified Mastering products have specific access code cards for students; please check with your Pearson representative to order the correct ISBN. (Highlighted with a red box)

## 4. Read and accept the license agreement.

**PEARSON**

## End-User License Agreement and Privacy Policy

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

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

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

**Pearson Privacy Statement**

**Pearson Privacy Statement**

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

Information considered by Pearson to be Personally Identifiable Information ("PII") is: your full name, address,

**Pearson End-User License Agreement and Privacy Policy**

**End-User License Agreement and Privacy Policy**

Last Revision Posted: 15 June 2012

These terms constitute an agreement between You and Pearson Education, Inc, and its direct and indirect affiliates ("Pearson"). By accessing or using the website and/or service with which these terms are associated, You acknowledge that You have read and accepted the terms of this Agreement. If You do not agree to abide by the terms and conditions of this Agreement, please do not register for or otherwise access or use this Website.

**I Decline** **I Accept**

## 5. Sign in with your Pearson instructor account. Use the "Forgot your username or password?" link rather than creating a new account. If you don't have an instructor account, contact your Pearson sales rep.

**PEARSON** ALWAYS LEARNING

## Link Accounts

**Sign In with Your Pearson Account**

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

Username:

Password:

[Forgot your username or password?](#)

**Sign In**

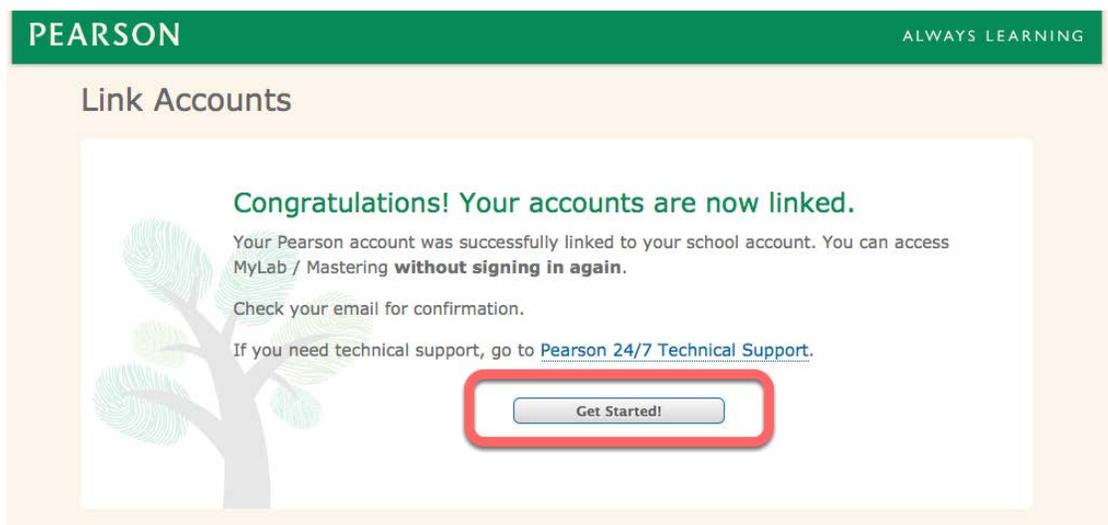
**Need a Pearson Account?** [Help](#)

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

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

That's it – your Blackboard instructor credentials are now linked with your Pearson credentials.

6. Click the **Get Started** button.



7. In the following example, I'll create a new course by searching for an author's last name, but you have several other options:
  - a. **Copy** a MyLab & Mastering course you already have in your Pearson account. Make sure that the course you select is not one that is already in progress – that is, one that has students enrolled and future assignments set up.
  - b. **Create** a new MyLab & Mastering course by entering an author's name or a keyword (e.g., anatomy).
  - c. **Copy another instructor's course.** You can do this by clicking the small text link that says, "Or copy from another instructor". You will need to enter the other instructor's course ID in order to use this feature.

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## Select MyLab / Mastering

Help

### Copy Existing Mylab / Mastering

Select from your courses

[Or copy from another instructor](#)

Or

### Search

Instructors using a Mastering course: type the word "modified" into the search field.

8. Once you have made your selection from the choices in step 7, you'll see a page with search results similar to the one below:

Showing 1-4 out of 4 search results

Sort results by:

[Back to Copy/Search](#) Help

**MyPsychLab for Ciccarelli and White, Psychology 3e**  
 Ciccarelli, Sandra | White, J. Noland  
 Textbook ISBN-10: 0205832571  
 Textbook ISBN-13: 9780205832576  
 Publisher: Pearson U.S.  
 MyPsychLab®

**MyPsychLab for Ciccarelli and White, Psychology: An Exploration, 2e**  
 Ciccarelli, Sandra  
 Textbook ISBN-10: 0205256414  
 Textbook ISBN-13: 9780205256419  
 Publisher: Prentice Hall  
 MyPsychLab®

9. Find the MyLab & Mastering you want to connect to your Blackboard course and click **Select Course Materials**.
10. On the next page, fill in your course information.

**VERY IMPORTANT:** leave the starting date alone. Even if your Blackboard course starts in the future, do not change the MyLab & Mastering start date.

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## Enter MyLab & Mastering Information

Help



**MyPsychLab for Ciccarelli and White, Psychology, 3e - Spring 2014**  
**Ciccarelli, Sandra | White, J. Noland**  
 Textbook ISBN-10: 0205832571  
 Textbook ISBN-13: 9780205832576  
 Publisher: Pearson U.S.

[Search Again](#)

What would you like to title your MyLab & Mastering course?

ex: IBUS326, Fundamentals of International Business ⓘ  
 (128 characters remaining)

What are your course dates?

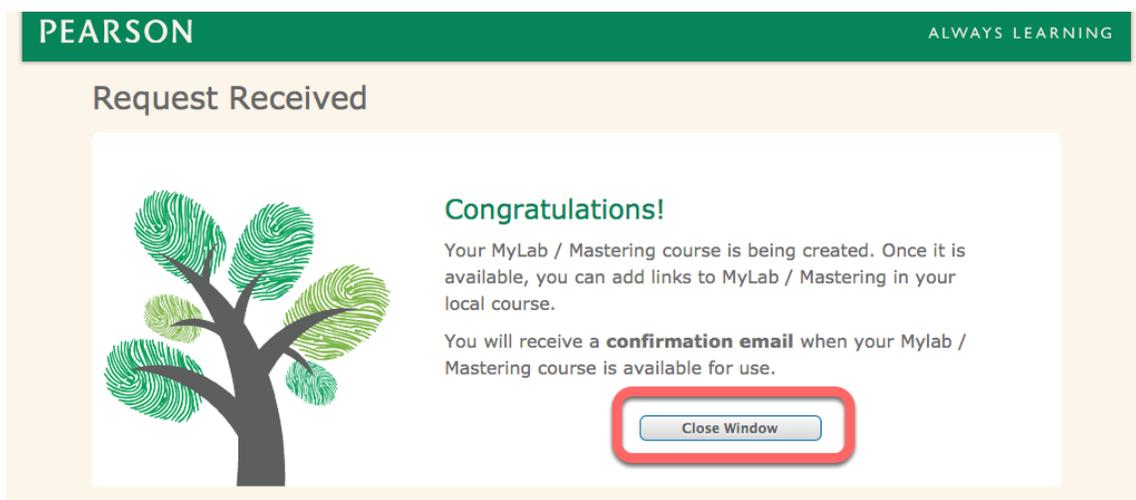
Apr 07, 2014 ⓘ TO ⓘ ⓘ

Do you want to allow other instructors to copy your MyLab & Mastering course? ⓘ

Yes  No

[Continue](#)

11. That's it – your Blackboard course and your Pearson MyLab & Mastering are all linked up!



12. **Important:** the linking will not happen immediately. **Look for the confirmation email** that lets you know when your MyLab and Mastering course is available and ready for use.

- a. Links from your Blackboard course to MyLab & Mastering will not work until you have received this email. You should receive the email within an hour,

but it may take up to 24 hours depending upon the server traffic.

- b. If you do not receive the email within 24 hours, check your spam filter. The email will come from support@pearsonmylabandmastering.com so you may want to add this address to your approved senders list.
13. **Return to your Blackboard course.** You will **not** see the newly created links until you either refresh the Blackboard page, or click Tools, then the Pearson's MyLab and Mastering link.
- a. All MyLab & Mastering courses will provide a Course Home link for your students.
  - b. Depending on your specific MyLab & Mastering, you may also see links to other major components, such as "All Assignments", "Gradebook", "Study Plan" and others. Students typically only see the Course Home link until/unless you make other links available to them later on.

# BREAKTHROUGH

Together

## MODULE 1: INTEGRATING BLACKBOARD WITH MYLAB AND MASTERING

### LESSON 3: CREATING LINKS FROM BLACKBOARD TO MYLAB & MASTERING



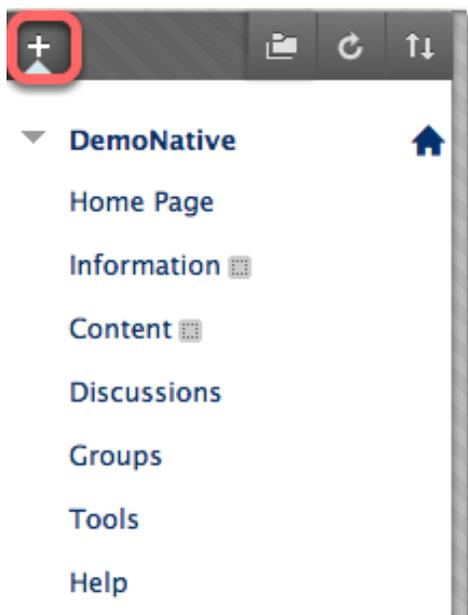
Help

If your MyLab & Mastering provides more than just a Course Home link, then you can make these additional links available to your students. In this lesson we'll learn how to make these links available to students, as well as how to move and delete these links.

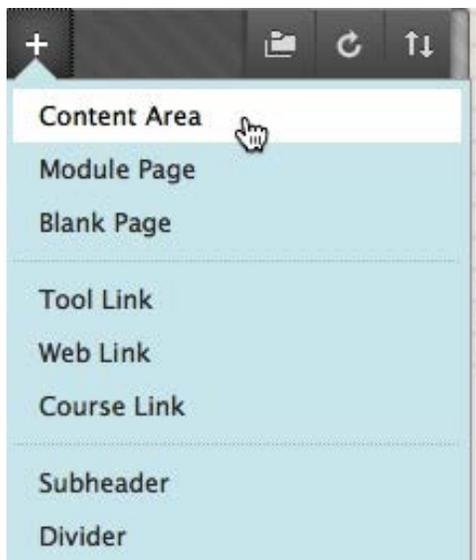
You'll also learn how to **reset** the connection between your Blackboard course and your MyLab & Mastering if you want to connect a different Pearson course to your Blackboard course.

Inside your Blackboard course, here's what the Tools->MyLab and Mastering area looks like if you have more than just the Course Home link:

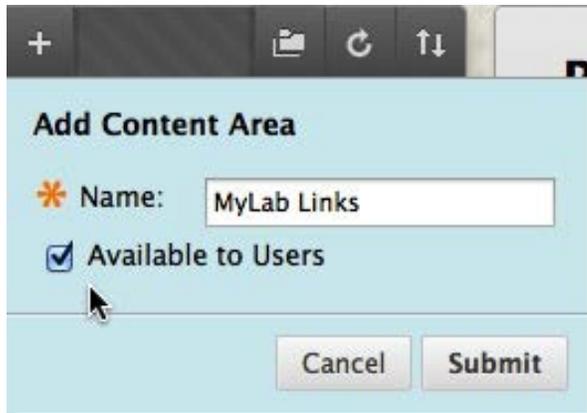
1. In your Blackboard course, make sure you are in **Edit mode**.
2. Click the plus sign in the upper left side of the navigation panel.



3. Click **Content Area**:



4. Name the new Content Area anything you wish (in this example I'll just call it "MyLab Links") and make it available to users.



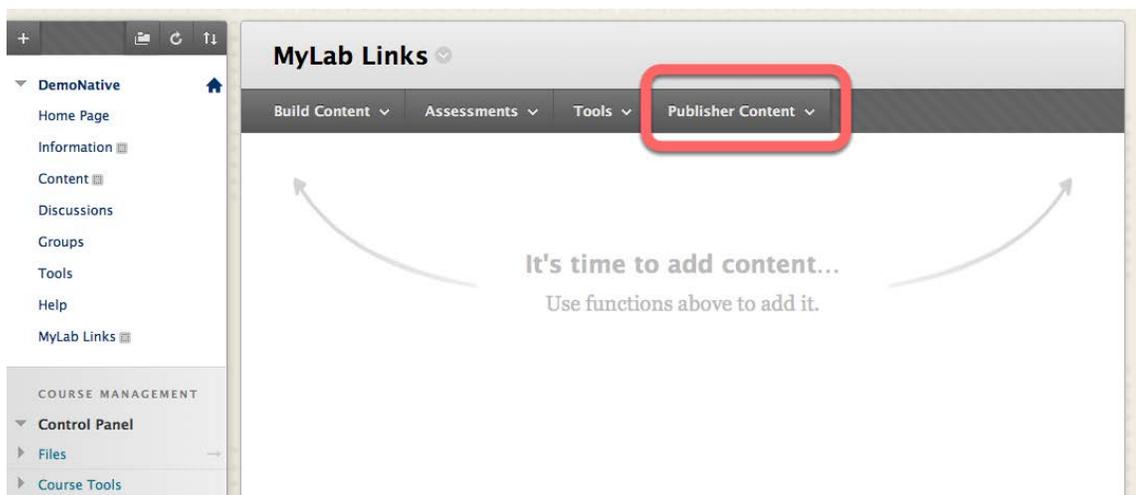
**Add Content Area**

\* Name: MyLab Links

Available to Users

Cancel Submit

5. Click this new Content Area and then click the **Publisher Content** tab:

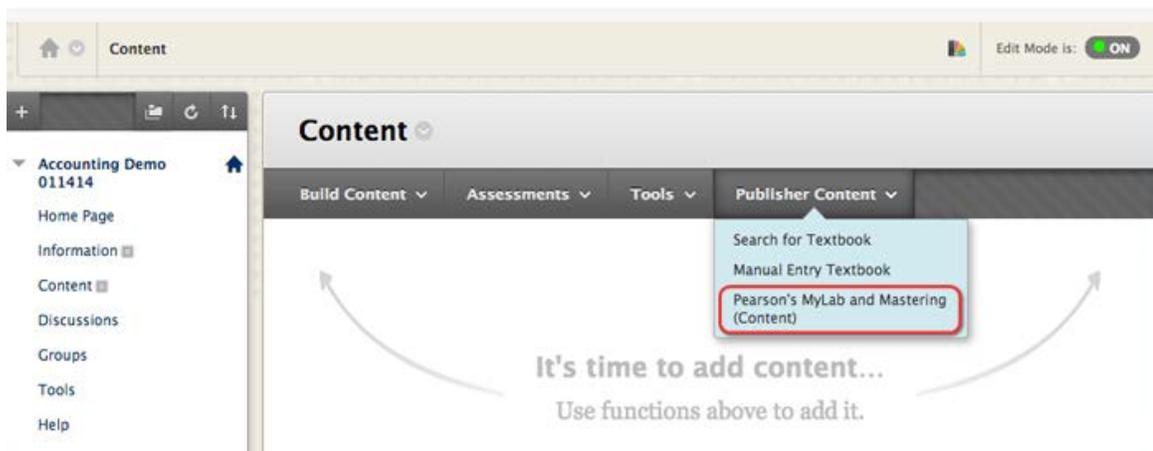


**MyLab Links**

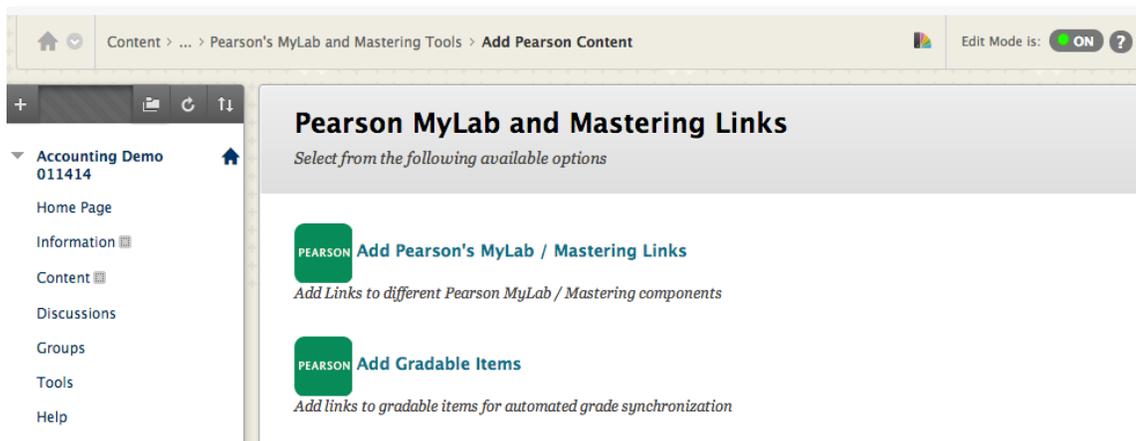
Build Content Assessments Tools **Publisher Content**

It's time to add content...  
Use functions above to add it.

6. Choose **Pearson's MyLab and Mastering** in the drop down menu.



7. The list of links you can make available to your students appears. In this example you see 4 links. You'll have anywhere from 1 to perhaps 8 such links you can put into your Blackboard course.



8. Choose one or all of these links and then click **Submit**.

### Add Pearson's MyLab / Mastering Links

The following links to MyLab / Mastering components can be added to your course. Preview components by clicking the link names. Select the checkboxes to add the links to your course. [More Help](#)

<input checked="" type="checkbox"/>	No	Link	Description	Visibility
<input checked="" type="checkbox"/>	1	<a href="#">MyPsychLab Course Home</a>	Access all content and assignments in your MyPsychLab course.	All
<input checked="" type="checkbox"/>	2	<a href="#">MyPsychLab Assignment Calendar</a>	Access only assigned resources.	All
<input checked="" type="checkbox"/>	3	<a href="#">MyPsychLab Study Plan &amp; Course Content</a>	Access your study plan and other media.	All
<input checked="" type="checkbox"/>	4	<a href="#">MyPsychLab Student Grades</a>	Your Gradebook keeps track of your progress in the course. All auto-graded activities are recorded for you here and in your instructor's Gradebook.	All

Displaying 1 to 4 of 4 items | [Show All](#) [Edit Paging...](#)

Components Selected **4** 
Cancel Submit

9. After you click Submit the links will appear like this in your Blackboard course:

Successfully added all MyLab / Mastering component(s).

### MyLab Links

Build Content
Assessments
Tools
Publisher Content

PEARSON
**MyPsychLab Course Home**  
Access all content and assignments in your MyPsychLab course.

PEARSON
**MyPsychLab Assignment**  
Access only assigned resources

PEARSON
**MyPsychLab Study Plan**  
Access your study plan and oth

PEARSON
**MyPsychLab Student Gr**  
Your Gradebook keeps track of

Clicking on any of these links will open the Pearson MyLab/Mastering site in another browser tab.

**Important:** remember that these links will take your students to the **major sections in your MyLab & Mastering course** - Pearson does not currently offer links to specific sections of any MyLabs. You cannot, for example, create a link that will take students to a specific quiz or homework.

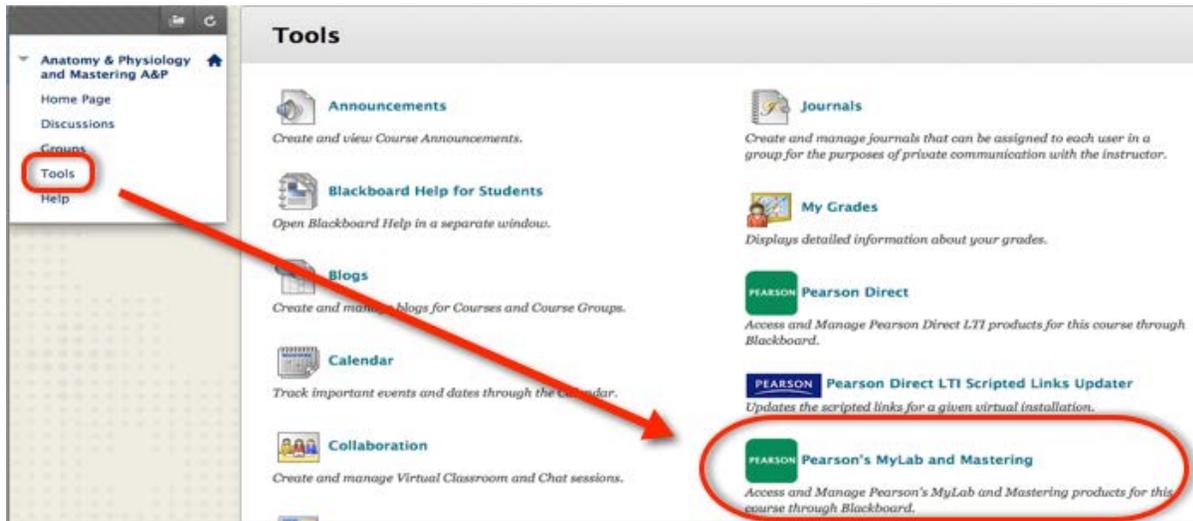
# BREAKTHROUGH

Together

## MODULE 1: INTEGRATING BLACKBOARD WITH MYLAB AND MASTERING

### LESSON 4: CREATE A QUICK MYLAB LINK FOR YOUR STUDENTS

Students can access your connected MyLab by clicking on the Blackboard **Tools** link, and then on the link called **Pearson's MyLab and Mastering** as shown below:



This will lead to the Pearson's MyLab and Mastering page within Blackboard which contains whatever links your lab makes available to students. In some cases this includes only a link to the MyLab and Mastering homepage, but other links may be included:

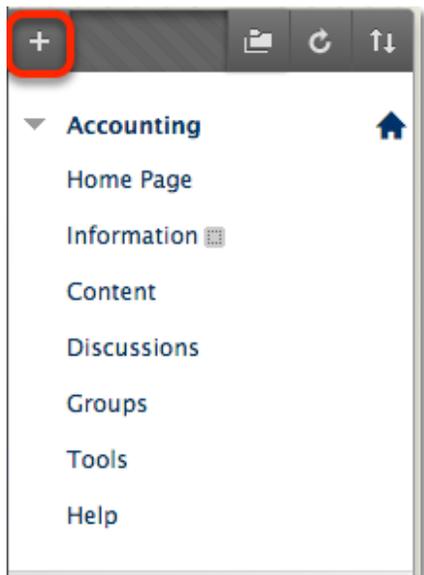
### Pearson's MyLab and Mastering

*MyAccountingLab is a series of online courses that accompany Pearson's textbooks in accounting. MyAccountingLab engages students in active learning—it's modular, self-paced, accessible anywhere with Web access, and adaptable to each student's learning style—and instructors can easily customize MyAccountingLab to better meet their students' needs.*

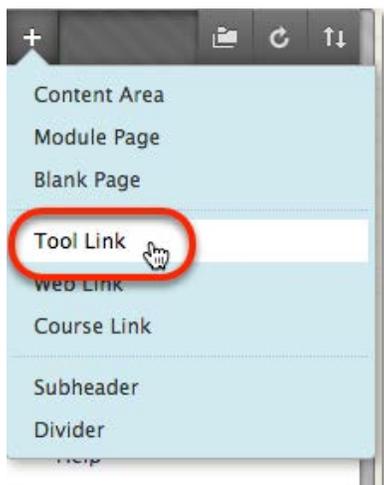
<p><b>PEARSON MyAccountingLab All Assignments</b> Access all of your MyAccountingLab assignments and ensure your grades are properly recorded.</p>	<p><b>PEARSON MyAccountingLab Assignment Manager</b> Create and manage all MyAccountingLab assignments.</p>
<p><b>PEARSON MyAccountingLab Course Home</b> Access all content in your MyAccountingLab course.</p>	<p><b>PEARSON MyAccountingLab Study Plan Manager</b> Manage MyAccountingLab study plan coverage and mastery settings.</p>
	<p><b>PEARSON MyAccountingLab Gradebook</b></p>

However, some Blackboard courses do not have a Tools link for students. Here's how to create a link in your Blackboard navigation that will lead students to your MyLab.

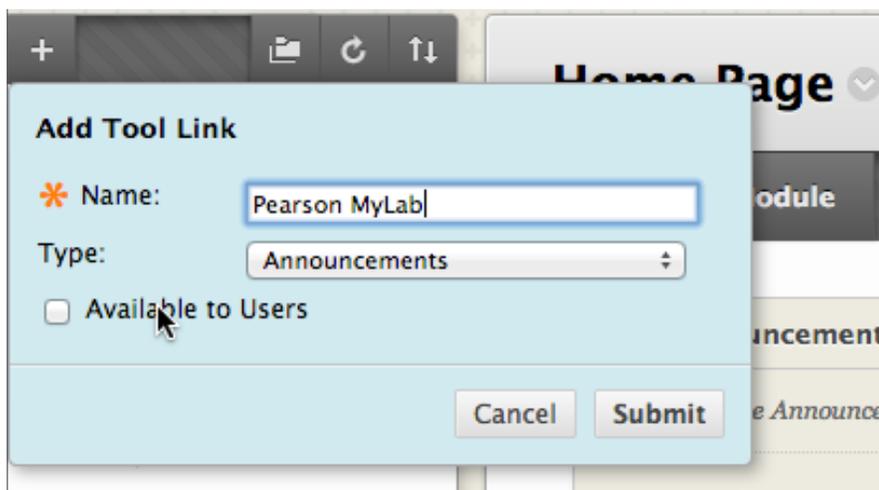
1. Make sure you are in Edit mode in your Blackboard course.
2. From the homepage of your Blackboard course, click the small plus sign at the top left of the navigation bar:



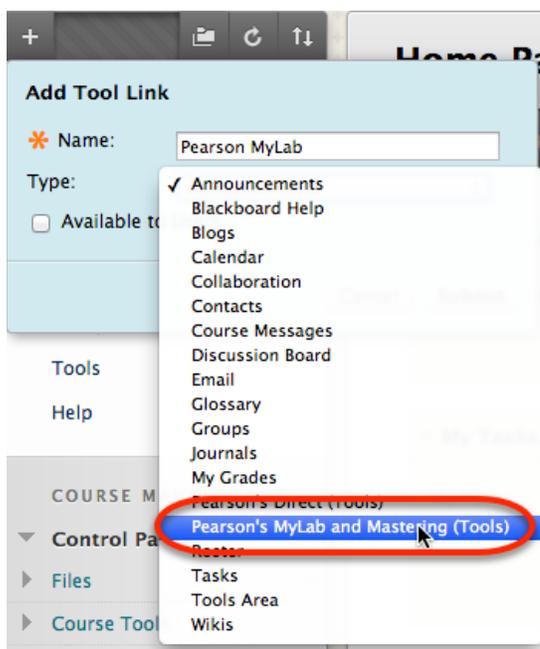
3. From the pop-up menu that appears, scroll down and click the **Tool Link** option.



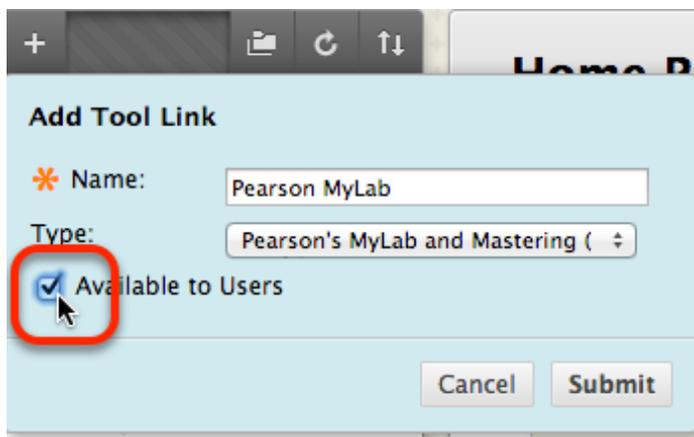
- In the pop-up, give the link you're about to create a name, such as **Pearson MyLab** or simply **MyLab**:



- Click on the drop-down menu to the right of Type: and choose **Pearson's MyLab and Mastering (Tools)**:



- Then click the checkbox to make sure that this new link will be available to users (students):



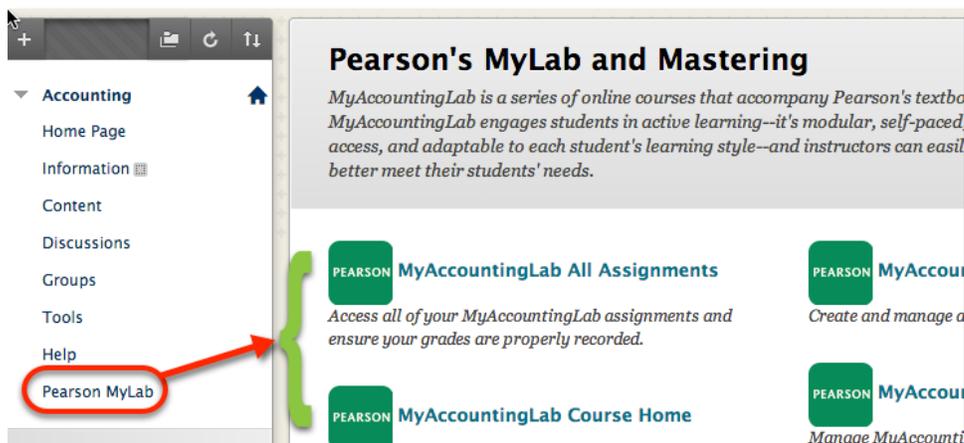
**Add Tool Link**

\* Name:

Type:

Available to Users

- After clicking the Submit button you will see that you have a new link that your students can click which will show them whatever links they have that can take them to your MyLab.



**Accounting**

- Home Page
- Information
- Content
- Discussions
- Groups
- Tools
- Help
- Pearson MyLab**

### Pearson's MyLab and Mastering

*MyAccountingLab is a series of online courses that accompany Pearson's textbooks. MyAccountingLab engages students in active learning--it's modular, self-paced, access, and adaptable to each student's learning style--and instructors can easily better meet their students' needs.*

**PEARSON MyAccountingLab All Assignments**  
Access all of your MyAccountingLab assignments and ensure your grades are properly recorded.

**PEARSON MyAccountingLab Course Home**  
Manage MyAccountingLab

# BREAKTHROUGH

Together

## MODULE 1: INTEGRATING BLACKBOARD WITH MYLAB AND MASTERING

### LESSON 5: HOW TO RESET THE CONNECTION BETWEEN BLACKBOARD AND MYLAB & MASTERING

1. Go into the area of your Blackboard course that contains the Pearson MyLab & Mastering Building Block. Typically this is found in the Tools area or under Course Tools.



Help

My institution: Courses System Admin

Pearson's MyLab / Mastering Edit Mode is: ON

### Pearson's MyLab / Mastering

*MyMathLab is a series of online courses that accompany Pearson's textbooks in mathematics and statistics. MyMathLab engages students in active learning—it's modular, self-paced, accessible anywhere with Web access, and adaptable to each student's learning style—and instructors can easily customize MyMathLab to better meet their students' needs.*

- MyMathLab Course Home**  
Access all content and assignments in your MyMathLab course.
- MyMathLab Course Home Manager**  
Manage your MyMathLab course home page and settings.
- MyMathLab Announcement Manager**  
Post and email announcements to your students.
- MyMathLab Assignment Manager**  
Create and manage all MyMathLab assignments.
- MyMathLab Study Plan Manager**

Go to the place in your Blackboard course which contains the links to your MyLab.

2. Scroll down until you see the **Reset MyLab and Mastering Course Association** and click it.

*you need for your MyMathLab course.*

**PEARSON MyMathLab Student Help**  
Find out how to get the most out of your MyMathLab course.

**PEARSON Pearson 24/7 Technical Support for Students and Instructors**  
Search the Support knowledge base; get answers to commonly asked questions; register for customized assistance; or contact a Support representative through email or live chat.

*Get detailed information about the many robust features of MyMathLab's interactive online teaching and learning environment.*

**PEARSON Additional MyMathLab Instructor Resources**  
Access tours, training, the Instructor Exchange, and additional help with MyMathLab.

 **Roster Information**  
View Roster Information

 **Reset MyLab / Mastering Course Association**  
Resets the Pearson's MyLab / Mastering Course Association  
**MyLab / Mastering Course: britt97089**

 **Diagnostics**  
Run Diagnostics

3. Be certain that you want to reset this connection. Any student data you may have associated with your Blackboard course and MyLab & Mastering will be lost. If you are certain, click **Ok**.

My Institution **Courses** System Admin

Pearson's MyLab / Mastering Edit Mode is: ON ?

**Pearson's MyLab / Mastering**

**Confirm Selection**

**⚠️ Resetting the course association between your Blackboard Learn course and your MyLab / Mastering course will delete your MyLab / Mastering course and student results.**

Please check your MyLab / Mastering course and export any results you need before proceeding. If you need help exporting course results please contact Pearson 24/7 Support. Contact your Pearson sales representative if your students need replacement access codes as a result of resetting your course association.

Click OK to reset your course association.

Cancel **Ok**

MyMathLab is a series of online courses that use Pearson's technology in mathematics and statistics. MyMathLab provides Web access, and adaptable to each student's needs.

**MyMathLab Course Home Manager**  
Manage your MyMathLab course home page and settings.

**MyMathLab Announcement Manager**  
Manage announcements to your students.

**PEARSON MyMathLab Assignment Manager**  
Create and manage all MyMathLab assignments.

**PEARSON MyMathLab Study Plan Manager**

# BREAKTHROUGH

Together

## MODULE 1: INTEGRATING BLACKBOARD WITH MYLAB AND MASTERING

### LESSON 6: HOW TO COPY AN INTEGRATED COURSE FOR USE IN FUTURE SEMESTERS

1. When you copy a Blackboard course for use in another term, you'll notice that any links you created to a MyLab in this previous course are present in the new Blackboard course.
2. When you click any of the links to a MyLab from a previous semester, the links WILL NOT lead to a previous MyLab.
3. Instead, you will begin the registration process again. Please see Module 1, Lesson 1 for detailed steps.
4. You'll see the privacy page after you click any MyLab & Mastering. Please review and click **I Accept**.
5. You will then be allowed to make a copy of your previous MyLab (you will not be asked to re-link your Blackboard and Pearson instructor credentials).
6. Give the newly copied course a name.
7. Leave the start date at today – as always, **do not change the start date** no matter when your course begins.
8. Give the course an end date.
9. Click **Copy**.
10. When you receive your confirmation email, you can now click any of the links you created in the previous semester and they will lead to the newly copied MyLab & Mastering.



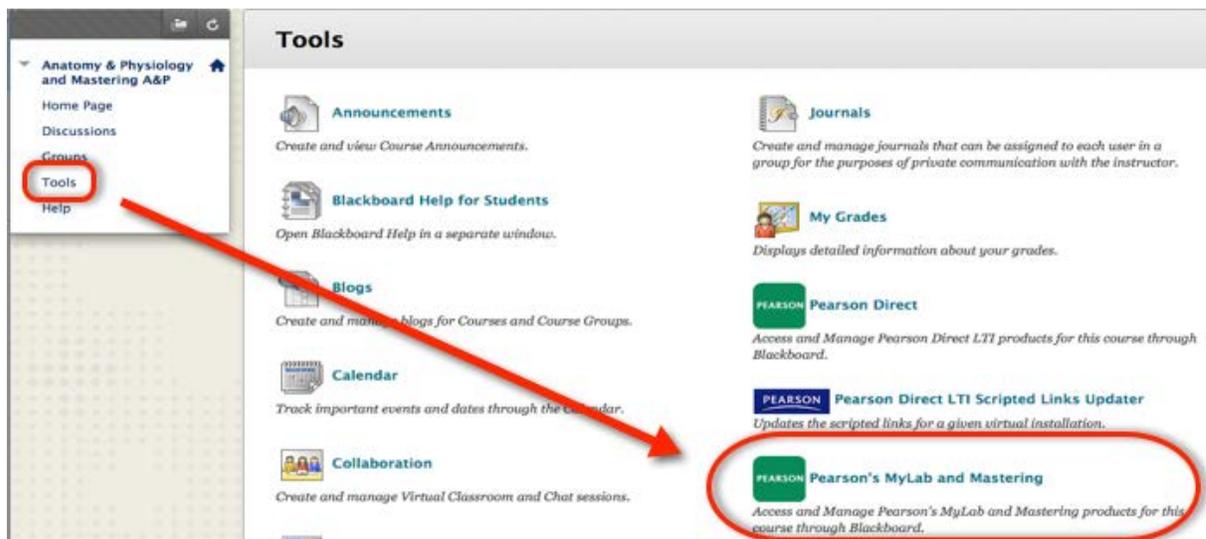
How Do It?  
Videos

## LESSON 7: HOW STUDENTS CONNECT FROM BLACKBOARD TO MYLAB & MASTERING

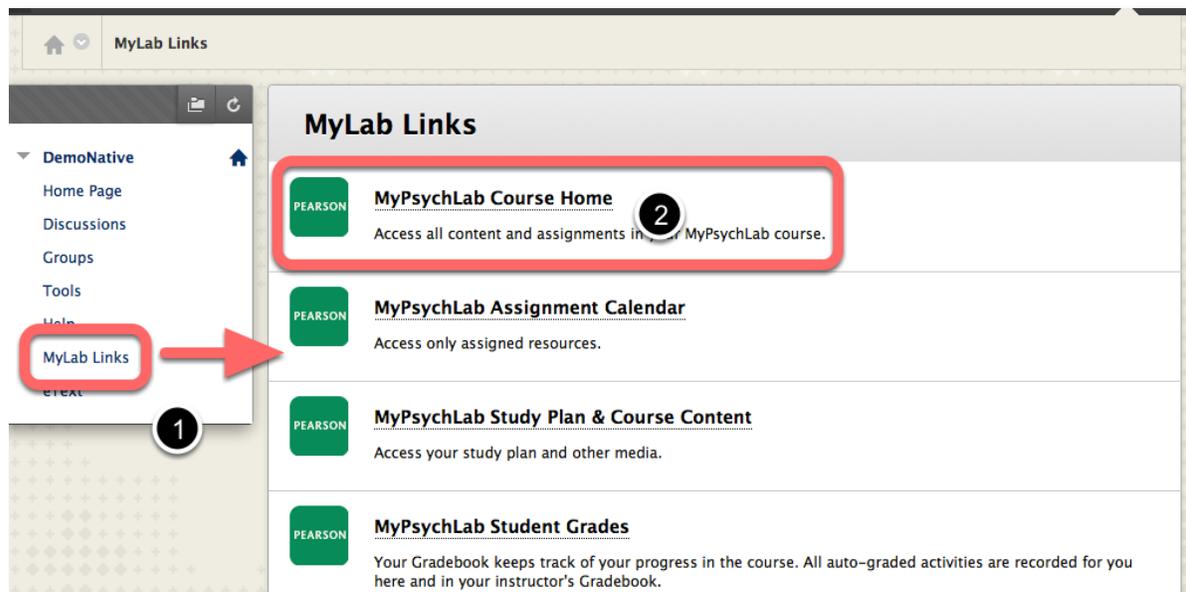
1. **Important:** Students **NO NOT** use a course ID when your Blackboard course is integrated with MyLab and Mastering. You may have provided students with your MyLab & Mastering course ID in the past, but when you are integrating Blackboard with MyLab and Mastering, the course ID plays no part in the process and could make things more difficult for students. Bottom line: even if you know your MyLab and Mastering course ID don't give it to students – tell them to go into your Blackboard course and connect to Pearson's MyLab & Mastering from there as shown below.



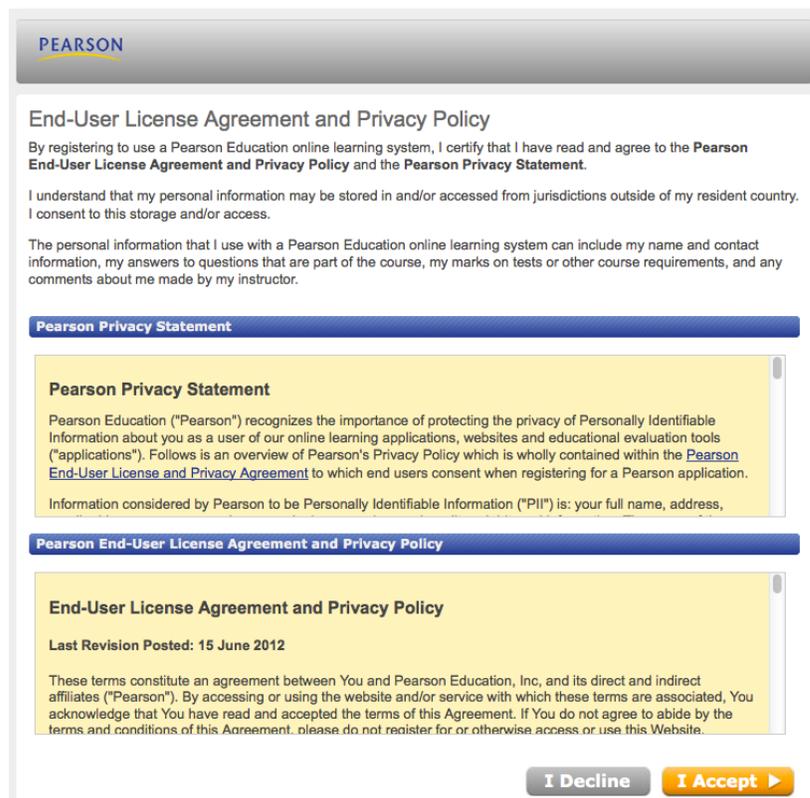
2. Students log in to your Blackboard course and click one of the links to Pearson's MyLab and Mastering. This is very similar to what instructors do when they create their link to MyLab & Mastering. Typically the link is found inside the **Tools** or **Course Tools** area of your Blackboard course. An example is shown below:



3. In this example, the instructor has created a Tools Link for students called **MyLab Links**.



4. The first time a student clicks a link like the ones above to MyLab & Mastering, they will first be asked to agree to our Privacy Policy:



5. On the next screen, students will be asked to either sign in with a Pearson student account, or create a new Pearson student account. **Important:** students should use the “Forgot your username or password” tool before they create a new account. Creating multiple Pearson accounts can create confusion in the future.

The screenshot shows the Pearson registration interface. At the top, the word "PEARSON" is displayed in white on a black background. Below this, the word "Register" is written in blue. The page is divided into two main sections by a vertical dotted line. The left section is titled "Sign In with Your Pearson Account" and includes a sub-header "Your account gives you access to your Pearson online courses and products." It features two input fields: "Username" with the placeholder text "Pearson username" and "Password" with the placeholder text "Pearson password". Below these fields is a blue "Sign In" button and a blue link that says "Forgot your username or password?". The right section is titled "Create a Pearson Account" and includes the text "If you don't already have an account, create one." Below this text is a blue "Create" button and a blue link that says "Not sure if you have an account?".

6. On the next screen students can: a) **redeem an access code** they purchased in the bookstore, b) **purchase access** using a credit card or PayPal account, or c) use **temporary access** and then pay for access at a later time.

Students typically buy an access code in the campus bookstore.

**Select an Option**

**Use an Access Code**

A prepaid access code might come with your textbook or in a separate kit.

**Access Code**



MyPsychLab for Ciccarelli, Psychology, 3rd Edition with eText

**\$75.00 USD**

MyPsychLab for Ciccarelli, Psychology, 3rd Edition without eText

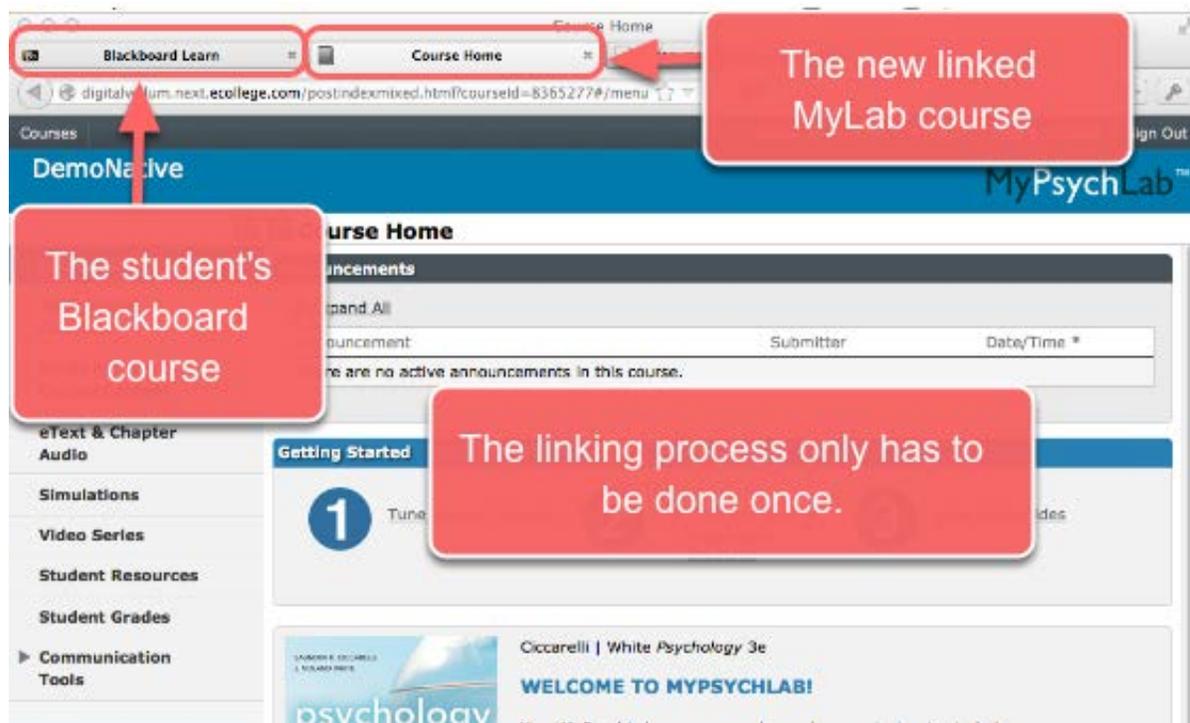
**\$55.00 USD**

Temporary access is available.

Waiting for financial aid? **Get temporary access without payment for 14 days.** Use an access code, credit card, or PayPal before January 27, 2014 to stay in your course.

7. If students chose temporary access they will receive email reminders that they need to purchase access before the expiration date expires. A best practice is to wait until the 14-day temporary access period has ended before upgrading to permanent access. If students wait until the 14 days have ended, they can enter their Blackboard course and click a MyLab link to go through the above registration process.
8. When the purchase process is complete, students will see this screen and can click the **Go to your course** button.

9. The new MyLab & Mastering will open in a new browser tab.



# BREAKTHROUGH

Together

## MODULE 2: MOVING GRADES FROM MYLAB & MASTERING TO BLACKBOARD

You can get your grades from MyLab & Mastering to Blackboard in two ways.

**Grade Transfer:** the transfer process involves going into your MyLab & Mastering course gradebook and exporting your grades in MyLab & Mastering format to a .csv file. You then go into the Full Grade Center in your Blackboard course and upload this file into your Blackboard gradebook.

**Grade Sync:** some MyLab & Mastering courses are enabled for grade sync, which means that you can set them up so that grades from your MyLab & Mastering gradebook will be sent over to Blackboard; from there you can decide which grades to have the system integrate into your Blackboard gradebook.

**Which option is available to you?** The best way to determine this is to go into your MyLab & Mastering gradebook. Match up the look of your gradebook to the images that follow and you'll know what options are available to you.

**Gradebook 1 – Capable of Grade Transfer and Grade Sync:** The gradebook shown in the image below is based on what we call the **Mastering** platform and is used for Mastering products such as: MasteringBiology, MasteringPhysics, MasteringAstronomy, MasteringEngineering, MasteringChemistry, MasteringGenetics, Mastering EnvironmentalScience, MasteringHealthandNutrition, MasteringGeology, MasteringGeography, MasteringOceanography, MasteringA&P, and MasteringMicrobiology.

Click the question mark to go to a page with a full listing of MyLab and Mastering product names and their platforms.



The screenshot shows the MasteringA&P Gradebook interface for an Anatomy course. The top navigation bar includes 'Courses', 'Hello, Michael Britt', 'Account', 'Help & Support', and 'Sign Out'. The course title 'Anatomy' and 'MasteringA&P' are displayed. The main content area is titled 'Gradebook' and includes a 'Filter' dropdown set to 'Showing Score in All Categories for All Students'. Below this, there are tabs for 'Score', 'Time', and 'Difficulty'. A message states 'There are no grades to display yet'. A table with the following data is shown:

NAME	Introd..&P	TOTAL
Assigned Points	3	3
Class Average	--	

Turn to the module in this manual called **Grade Transfer and Grade Sync on the Mastering Platform** to see how these processes are done.

**Gradebook 2 – Capable of Grade Transfer and Grade Sync:** The gradebook shown in the image below is based on what we call the **Pegasus** platform and is used for MyLab products such as: MyPsychLab, MyITLab 2010, MyITLab 2013, MyNursingLab for Community, LPN/LVN, Drug Dosage Calculations, Hogan Reviews and Rationales, NCLEX Review, and MyLanguageLabs (only select titles of MySpanishLab and MyFrenchLab).

Click the question mark to go to a page with a full listing of MyLab and Mastering product names and their platforms.



Student Name	Course
Class Average:	--
_student, _student	--

Turn to the module in this manual called **Grade Transfer and Grade Sync on the Pegasus Platform** to see how these processes are done.

**Gradebook 3 - Capable of Grade Transfer and Grade Sync:** The gradebook shown below is based on what we call the **XL** platform and it is used for MyLab products such as: MyEconLab, MyAccountingLab, MyOmLab, MyFinanceLab, MyEngineeringLab, MyWritingLab, MyReadingLab, MySkillsLab, MyFoundationsLab, MyStudentSuccessLab, MyMathLab, MyStatLab, MyReadinessTest and MyLiteratureLab.

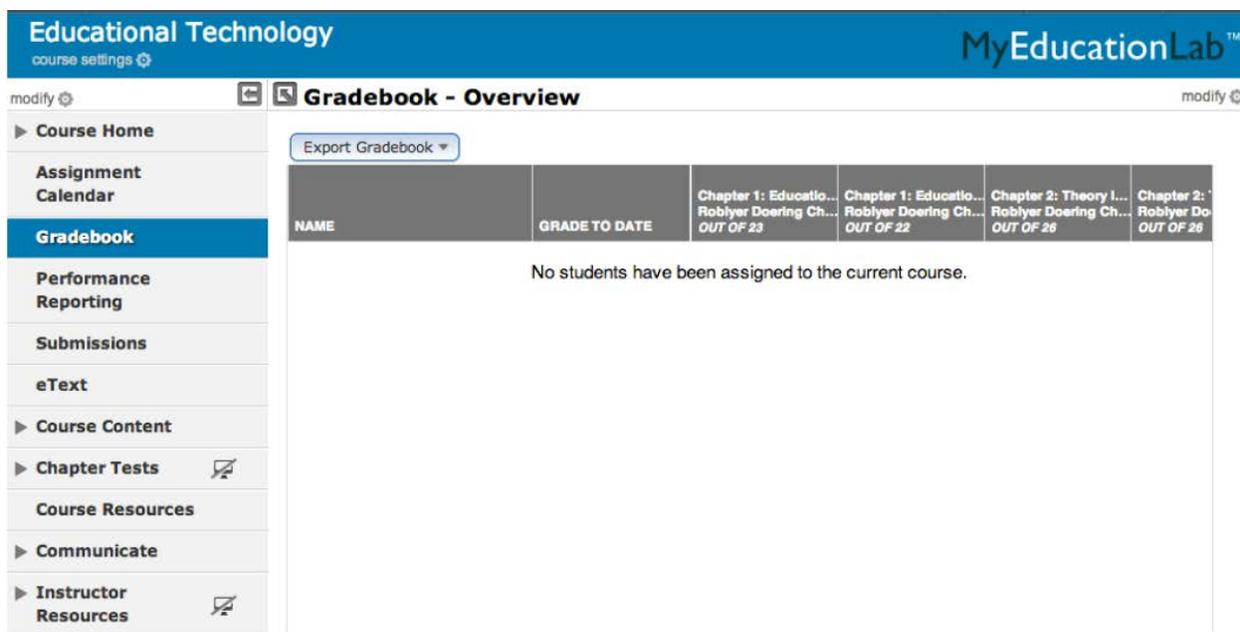
Click the question mark to go to a page with a full listing of MyLab and Mastering product names and their platforms.



Turn to the module in this manual called **Grade Transfer and Grade Sync on the XL Platform** to see how these processes are done.

**Gradebook 4 – Capable only of Grade Transfer:** the gradebook shown is based on what we call the **Native** platform and it is used for MyLab products such as the MyEducationLabs. Other MyLabs using this platform are: MyEducationLabs, MyMISLab, MyManagementLab, MyMarketingLab, MyBizLab, MyBCommLab, MyNursingLab, RealEHRPrep, Neighborhood 2.0, MyCJLab, MyBradyLab, NCCERConnect, MyMedicalTerminologyLab, MyHealthProfessionsLab, MyCulinaryLab, MyHospitalityLab, MyHVACLab, MyLegalStudiesLab and MyServSafeLab.

This gradebook can utilize the **grade transfer** process.



The screenshot shows the 'Gradebook - Overview' page in MyEducationLab. The left sidebar contains a navigation menu with the following items: Course Home, Assignment Calendar, Gradebook (highlighted), Performance Reporting, Submissions, eText, Course Content, Chapter Tests, Course Resources, Communicate, and Instructor Resources. The main content area features an 'Export Gradebook' button and a table with the following structure:

NAME	GRADE TO DATE	Chapter 1: Educatio... Roblyer Doering Ch... OUT OF 23	Chapter 1: Educatio... Roblyer Doering Ch... OUT OF 22	Chapter 2: Theory I... Roblyer Doering Ch... OUT OF 26	Chapter 2: Roblyer Do OUT OF 28
No students have been assigned to the current course.					

Turn to the module in this manual called **Grade Transfer on the Native Platform** to see how these processes are done.

# BREAKTHROUGH

Together

## MODULE 3: GRADE TRANSFER AND GRADE SYNC FOR MASTERING

### LESSON 1: HOW TO TRANSFER GRADES TO BLACKBOARD FROM MASTERING

1. Go into your Mastering gradebook. You can enter your Mastering gradebook starting from your Blackboard course or by logging in at the pearsonmylab.com site.
2. Follow the steps below to export your Mastering grades: **Manage>Export Gradebook Data>Export Scores Select a Format for Your Export>Formatted for Blackboard-MyLab/Mastering**.
3. Make sure to select **Formatted for Blackboard-MyLab & Mastering**.



How Do It?  
Videos

**Gradebook**

Filter ▾ Showing Score in All Categories for All Students

Score Time Difficulty

There are no grades to display yet

NAME Introd..&P

**Manage** 1

---

**Manage Gradebook**

Gradebook Preferences Categories and Weighting Offline Activities **Export Gradebook Data** 2

Export Gradebook Data

**Tips:** Gradebook data is exported to a comma-separated value (.csv) file. An export format specific to your course management system Format drop-down list. Before you export data, make sure the **Student ID** column has the correct ID information for import into your course management system (Student IDs.) For instructions on importing grades into your course management system, refer to its online Help.

**Export Scores Select a Format for Your Export:** 3

- Standard Gradebook Format
- Formatted for Blackboard 9.x
- Formatted for Blackboard 8.x
- Formatted for Blackboard 7.x/6.x
- Formatted for Blackboard Vista 3/4/8, CE 6 (WebCT)
- Formatted for Angel 7.x
- Formatted for Blackboard-MyLab/Mastering** 4
- Formatted for Canvas-MyLab/Mastering
- Formatted for Desire2Learn-MyLab/Mastering

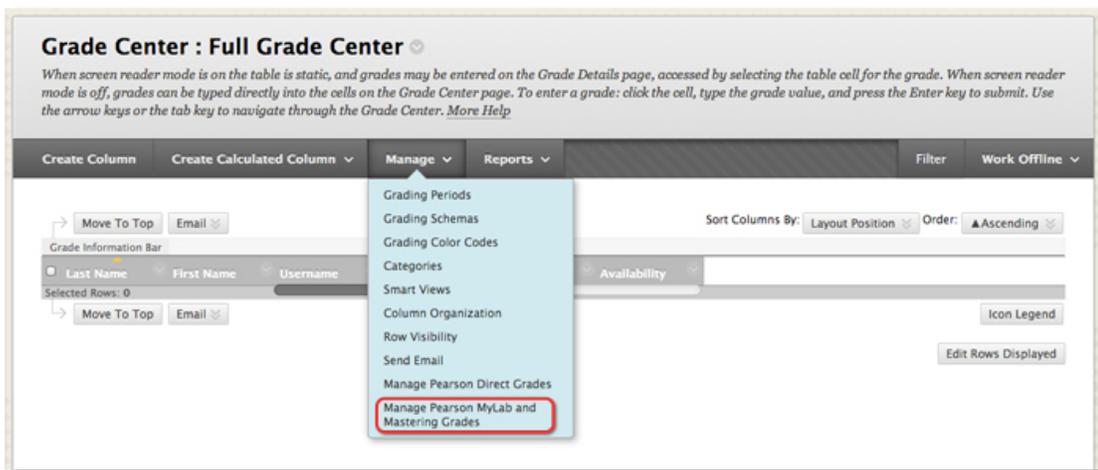
Export Times (Export as .csv file)

Export Difficulty (Export as .csv file)

4. Download the .csv file to your desktop.
5. Close Mastering if you wish.
6. Return to your Blackboard course.
7. In Blackboard, navigate to the **Full Grade Center**.



8. In the Full Grade Center, click the **Manage** tab and then select **Upload Pearson's MyLab and Mastering Grades**.



9. On the next screen, click the **Browse My Computer** button and select the file you downloaded from Mastering. Click the **Submit** button.

### Upload Pearson's MyLab and Mastering Grades

*Upload a CSV file exported from your MyLab and Mastering Gradebook to your Grade Center. To export a CSV file from MyLab and Mastering, export in Blackboard-MyLab and Mastering format from your MyLab and Mastering Gradebook.*

**NOTE:** When overriding uploaded MyLab and Mastering student grades, always use the Manually Override tab.

---

**1. Upload Pearson's MyLab and Mastering Grades**

NOTE: If you have already set up automated grade synchronization for this course, you are advised not to upload grades using .csv files. For more information see the Instructor Help.

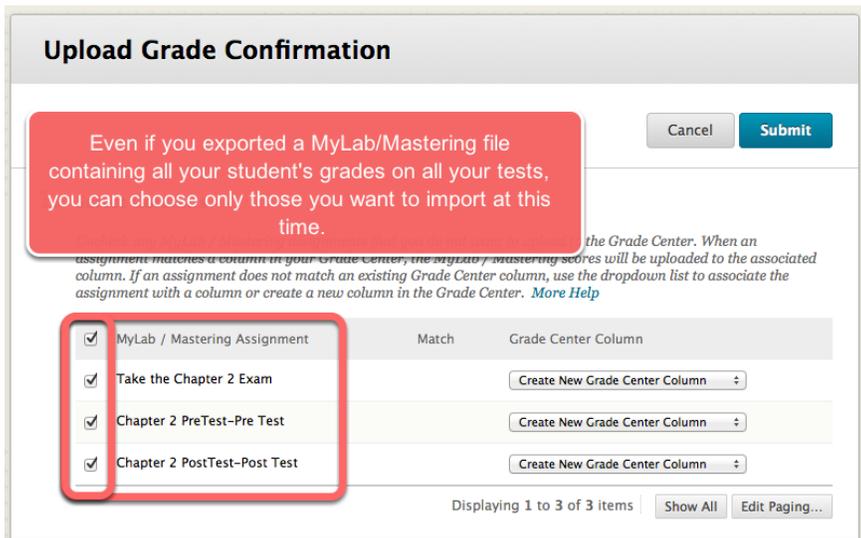
Attach File

---

**2. Submit**

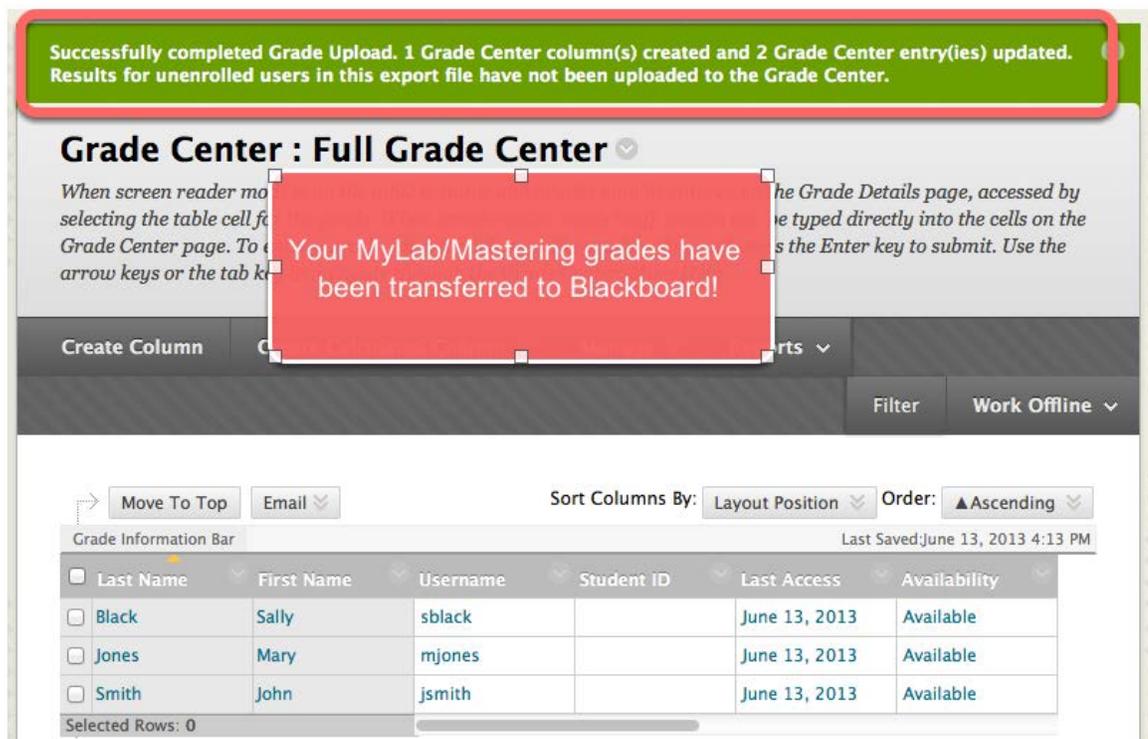
Click Submit to proceed. Click Cancel to quit.

- On the next screen you can choose all or only some of the grades from Mastering to import to Blackboard.



- Blackboard will create new columns in your Blackboard gradebook to contain any new assignments and it will simply update any existing Mastering columns with new grades if there are any.

- Your grades have been transferred from Mastering to Blackboard:



# BREAKTHROUGH

Together

## MODULE 3: GRADE TRANSFER AND GRADE SYNC FOR MASTERING

### LESSON 2: HOW TO SYNC GRADES WITH BLACKBOARD AND MASTERING

You do not need to alter or create any settings in your Mastering gradebook in order to have it send grades to a linked Blackboard course.

1. We recommend that as soon as you link to a Mastering course you should create a new assignment. Doing so will allow you to see when you return to the Blackboard gradebook that this assignment is ready to be sync'd.
2. Return to your Blackboard course and click **Pearson's MyLab and Mastering** link.



How Do It?  
Videos



Help

The screenshot shows the Blackboard course navigation interface. On the left, a sidebar menu lists various options, with 'Tools' highlighted by a red circle. The main content area displays several tool links, each with a description and a 'Hide Link' button. The 'Pearson's MyLab and Mastering' link is circled in red in the bottom right corner of the tool grid.

Tool Name	Description
Announcements	Create and view Course Announcements.
Blackboard Help for Students	Open Blackboard Help in a separate window.
Blogs	Create and manage blogs for Courses and Course Groups.
Calendar	Track important events and dates through the Calendar.
Collaboration	Create and manage Virtual Classroom and Chat sessions.
Contacts	
Journals	Create and manage journals that can be assigned to each user in a group for the purposes of private communication with the instructor.
My Grades	Displays detailed information about your grades.
Pearson Direct	Access and Manage Pearson Direct LTI products for this course through Blackboard.
Pearson Direct LTI Scripted Links Updater	Updates the scripted links for a given virtual installation.
Pearson's MyLab and Mastering	Access and Manage Pearson's MyLab and Mastering.

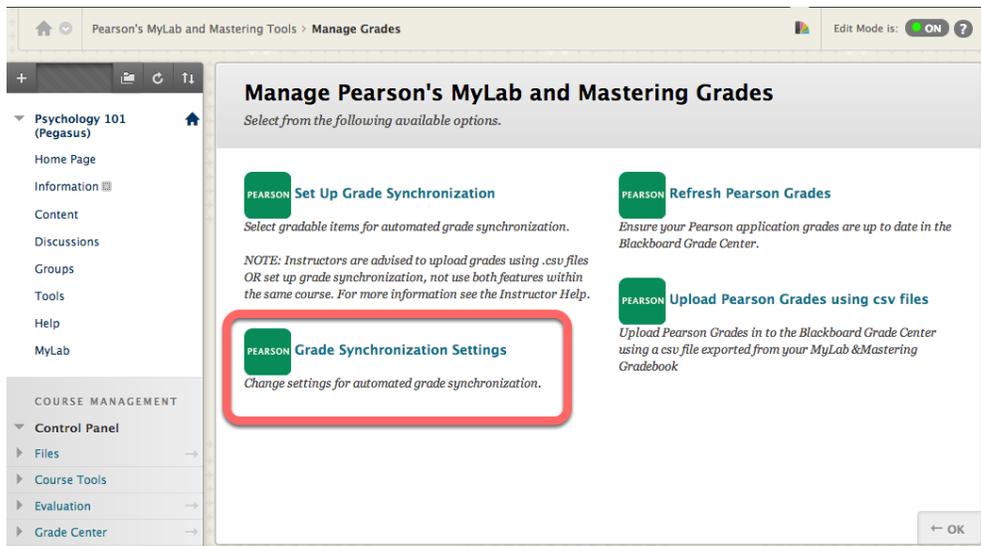
3. On the next page scroll down to the **Support Tools** area and click **Manage Pearson MyLab / Mastering Grades**.

The screenshot shows the Pearson MyPsychLab interface. On the left, there is a sidebar with a search bar and a menu containing 'Packages and Utilities' and 'Help'. The main content area is titled 'Support Tools' and contains several links:

- PEARSON MyPsychLab Notifications**: View MyPsychLab Course Performance information.
- PEARSON Student Help**: Learn how to register, sign in, and access Pearson's MyLab and Mastering.
- PEARSON Instructor Help**: Learn how to get a Pearson account, sign in, and make Pearson's MyLab and Mastering available for your students.
- PEARSON Pearson 24/7 Technical Support for Students and Instructors**: Search the Support knowledge base; get answers to commonly asked questions; register for customized assistance; or contact a Support representative through email or live chat.
- Manage Pearson MyLab/Mastering Grades**: Upload grades from Pearson's MyLab and Mastering into your Blackboard course. Last Manual Grade Refresh: (This link is highlighted with a red box).
- Roster Information**: View Roster Information.

## Section 1: Grade Synchronization Settings

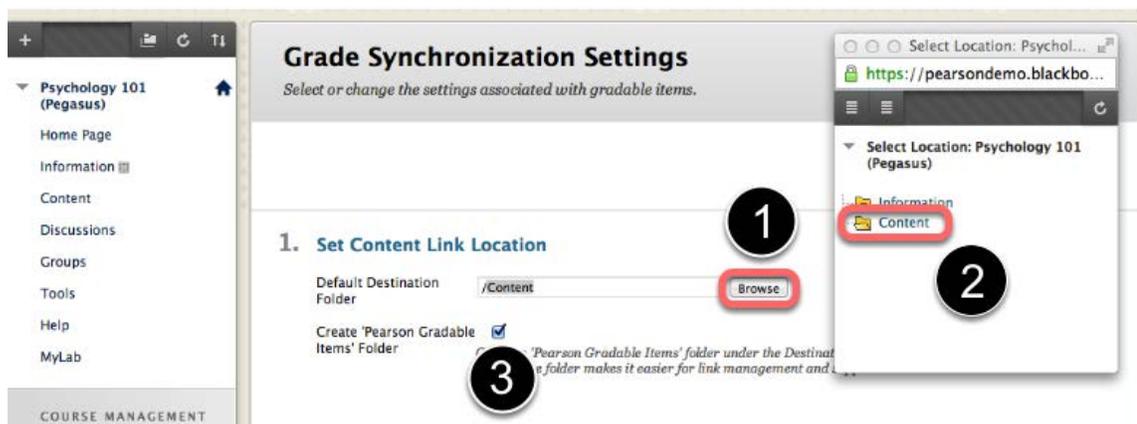
1. Start the grade sync setup process by clicking the second link on the left side – **Grade Synchronization Settings**:



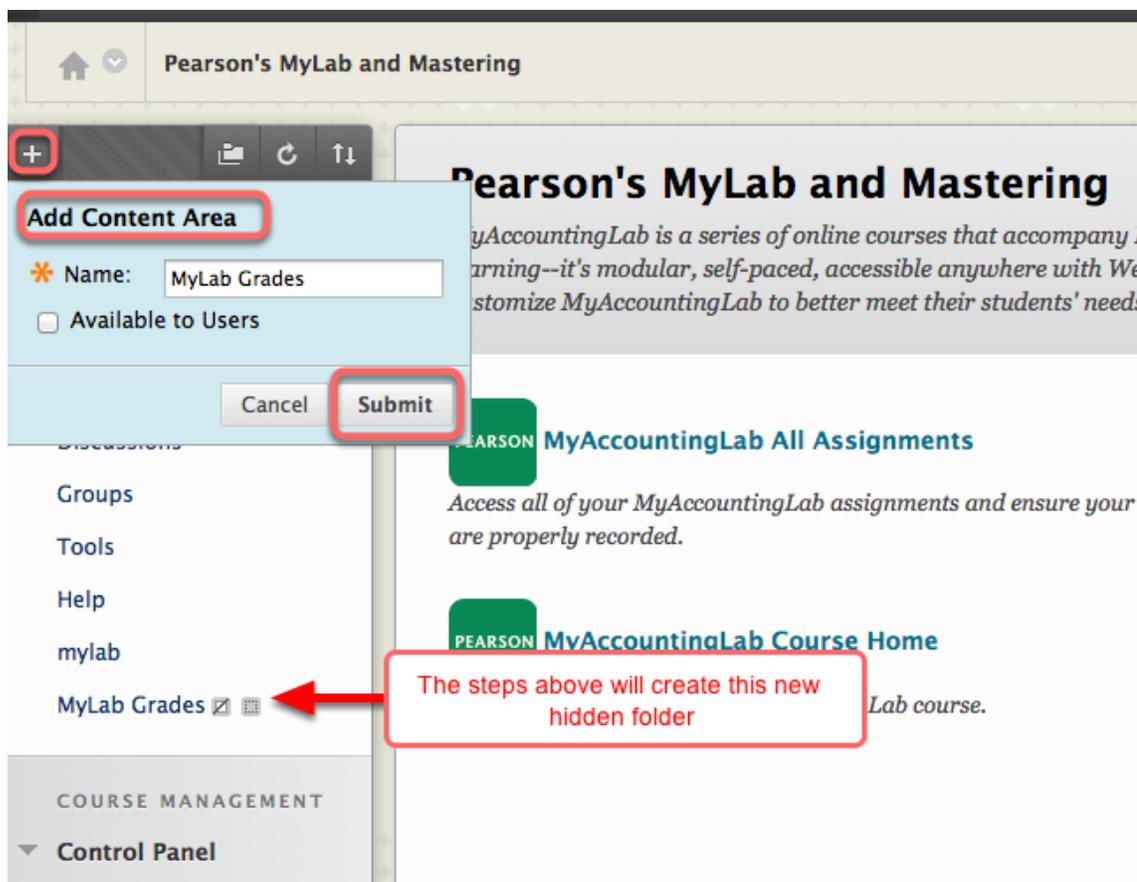
2. You may see an error message like the one below, but there's no need to worry – it will go away once the setup process is complete.



3. **Important:** your goal in this first step of the setup process is to create a folder in Blackboard that will hold the grades that come over from Pearson. Throughout the semester you'll be checking that folder to see what new grades have come in, and you'll be deciding which of these grades you actually want included in your Blackboard gradebook.
4. To create this folder, click the **Browse** button. You'll get a small popup window. You can create this folder anywhere in your Blackboard course, and if you already have a section in Blackboard called Content you can select this folder, as shown in the image below:



5. If you have a Content folder and have selected it as shown here, then proceed to step 11; if you don't have a Content folder you can easily create an area in Blackboard to hold your Pearson grades. Here's how to do this.
6. Close the pop-up window.
7. Click the + sign at the top of the left navigation area in Blackboard (if you don't see the + sign, then go over the right side of the screen and make sure you are in **Edit** mode).



8. As the image above shows:
  - a) Add a Content Area.
  - b) Call it something like **Mastering Grades**
  - c) DO NOT make it available to users.
  - d) Click **Submit**.
9. This will create a new hidden folder in your navigation area.
10. Click the **Grade Synchronization Settings** link again in the Pearson Building Block, as in step 1 above.
11. Click the **Browse** button.

## Section 2: Settings

1. In the Settings area, click the button next to **Automatically Assign Gradable Items to the Default Folder Location** from the Off to the **On** position.
2. Click **Yes** to the right of **Include these Gradable Items in Grade Center Calculations**.
3. **Email Notifications**: enter your email address if you wish to receive an email every time the sync system creates a new grade column in your Blackboard gradebook.
4. **Category**: decide whether you want to use any categories you may have set up in Mastering in your Blackboard gradebook.
5. See the image below for a summary of these suggested settings:

**2. Settings**

Automatically Assign Gradable Items to the Default Folder Location  **ON**  
*Set this option to ON to have all MyLab gradable items automatically create grade center columns and insert links into the default destination folder.*

Include these Gradable Items in Grade Center Calculations  **Yes**  No  
*Select No to exclude the Grade Center columns for these items from calculations.*

Email Notifications   
*Provide a comma-separated list of emails to notify recipients when a new gradable item is added to the Blackboard Grade Center and a link is added to the default destination folder.*

Category  Use categories defined in the Pearson's MyLab and Mastering course  
*NOTE: Selecting this option will create categories from Pearson's MyLab and Mastering in your course if they do not already exist.*  
 Use existing category available in Blackboard course

**3. Submit**

*Click Submit to proceed. Click Cancel to quit.*

6. "Automatically Assign Gradable Items to the Default Folder Location": **ON**
7. "Include these Gradable Items in Grade Center Calculations": **YES**
8. Email Notifications: you might want to fill in your email address so that you get a notification whenever a new grade column is created in your gradebook. You can return here and remove your email address at a later point if you wish.

9. After you have made these selections, click **Submit**.

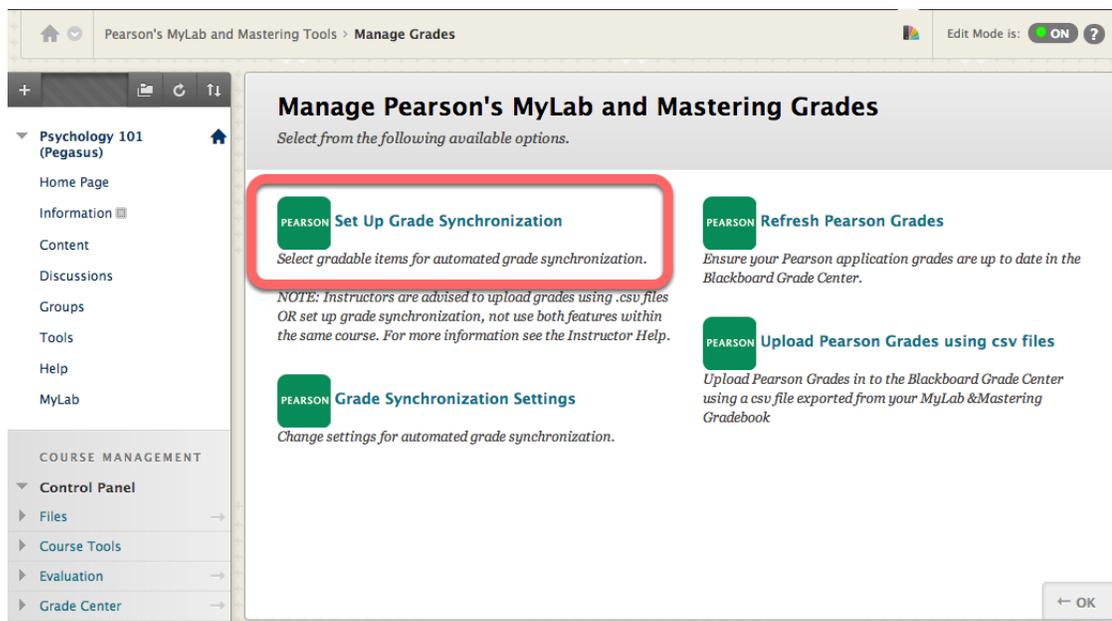
You have completed the key processes in the grade sync setup process. From here on you shouldn't need to return to this page unless you want to enter (or remove) your email address in the Email Notifications area.

The next part of the grade sync process is to go to the **Set Up Grade Synchronization Settings** area. You may return to this area several times throughout your course to indicate to the system exactly which grades you want sync'd with your Blackboard gradebook.

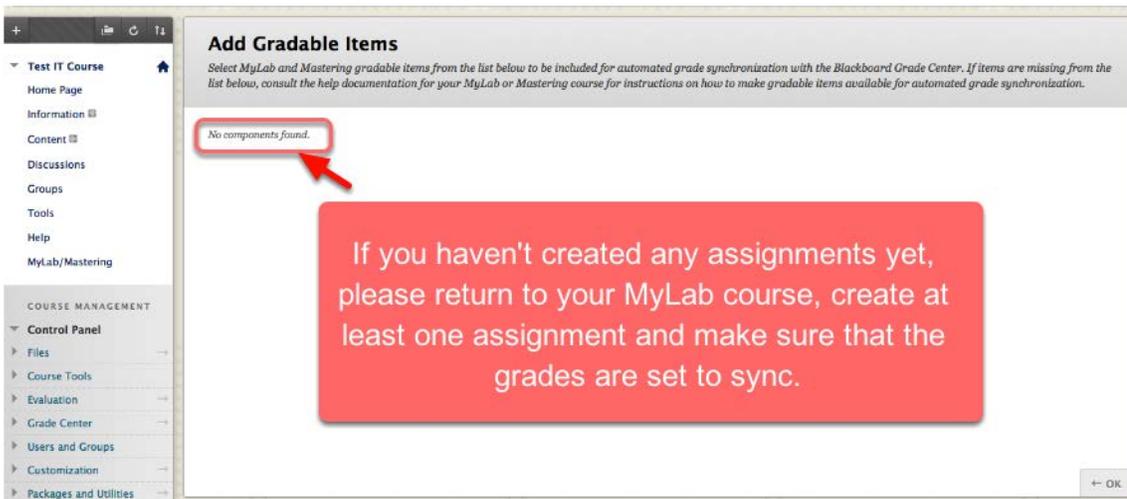
## Section 3: Setting Up Grade Synchronization

Your goal in this part of the sync process:

1. Return to the Pearson Building Block and then to **Manage Pearson MyLab and Mastering Grades**. Click the first link in the upper left, **Set Up Grade Synchronization**, as shown below:



2. If you see the **No Components Found** message on The **Add Gradable Items** page, it means that: a) you have yet not set up an assignment for your students in Mastering, or b) you recently set up an assignment, but the system has not yet received any information that the assignment exists.



- If you receive the **No components found** error, please return to this part of the sync setup process at a later time. You could also speak with your campus Blackboard administrator to ask how often the Pearson Building Block has been set up to check for new assignments available to sync.
- When items from Mastering appear on the **Gradable Items** page, you are ready to choose which ones you wish to sync with your Blackboard gradebook. You can choose all or only some of the items from Mastering.

**Add Gradable Items**

Select MyLab and Mastering gradable items from the list below to be included for automated grade synchronization with the Blackboard Grade Center. If items are missing from the list below, consult the help documentation for your MyLab or Mastering course for instructions on how to make gradable items available for automated grade synchronization.

Cancel Submit

**1. Verify your MyLab supports automated grade synchronization**

Check with your Pearson sales representative to verify your MyLab supports automated grade synchronization. If your MyLab does support automated grade synchronization and you do not see any gradable items listed below, check your MyLab Instructor Guide for information on how to configure your MyLab for automated grade synchronization.

Click here to contact your sales representative.

NOTE: Instructors are advised to upload grades using .csv files OR set up grade synchronization, not use both features within the same course. For more information see the Instructor Help.

**2. Select Gradable Items**

Automatically Synchronize All Available Pearson Items  
*Note: Selecting this option will add new items and grade center columns to your Blackboard course as they become available from your Pearson MyLabs & Mastering course during each grade refresh.*

Select Individual Gradable Items

No	Item	Category	Points Possible	Visibility	Deployed to Blackboard
<input type="checkbox"/> 1	Take the Chapter 6 Exam	-	123.0	All	✓
<input type="checkbox"/> 2	Take the Chapter 3 Exam	-	124.0	All	✓

Displaying 1 to 2 of 2 Items Show All Edit Paging...

**3. Submit**

Click Submit to proceed. Click Cancel to quit.

Cancel Submit

- After you have made your selections, click **Submit**.
- This process will send these assignments to your Blackboard gradebook. If the assignment is new, then a new column will be created. If the assignment has previously been sync'd, then the column previously created will be updated with any new grades.
- You may choose to do a "forced refresh" of the grades by clicking the **Refresh Pearson Grades** link.

Pearson's MyLab and Mastering Tools > Manage Grades Edit Mode is: ON ?

## Manage Pearson's MyLab and Mastering Grades

Select from the following available options.

**PEARSON Set Up Grade Synchronization**  
Select gradable items for automated grade synchronization.

*NOTE: Instructors are advised to upload grades using .csv files OR set up grade synchronization, not use both features within the same course. For more information see the Instructor Help.*

**PEARSON Grade Synchronization Settings**  
Change settings for automated grade synchronization.

**PEARSON Refresh Pearson Grades**  
Ensure your Pearson application grades are up to date in the Blackboard Grade Center.

**PEARSON Upload Pearson Grades using csv files**  
Upload Pearson Grades in to the Blackboard Grade Center using a csv file exported from your MyLab & Mastering Gradebook

← OK

8. On this page you may see some assignments listed. Choose the ones you want to force a refresh of, and click **Submit**.

## Refresh Pearson Grades

Grade center information will be refreshed for the Pearson Gradable items in the list below, based on the most current results in the Pearson applications. By default, grades will be refreshed for all Pearson gradable items that are available in the Blackboard Content area. To refresh grades for particular content only, please choose 'Select content' option below and select the appropriate content.

Cancel **Submit**

**1. Select Gradable Content**

All Gradable Items  Select Gradable Items

<input type="checkbox"/>	No ▲	Title	Category	Points Possible	Due Date
<input type="checkbox"/>	1	Take the Chapter 3 Exam	-	124.0	01/10/2014
<input type="checkbox"/>	2	Take the Chapter 6 Exam	-	123.0	01/31/2014

Displaying 1 to 2 of 2 Items Show All Edit Paging...

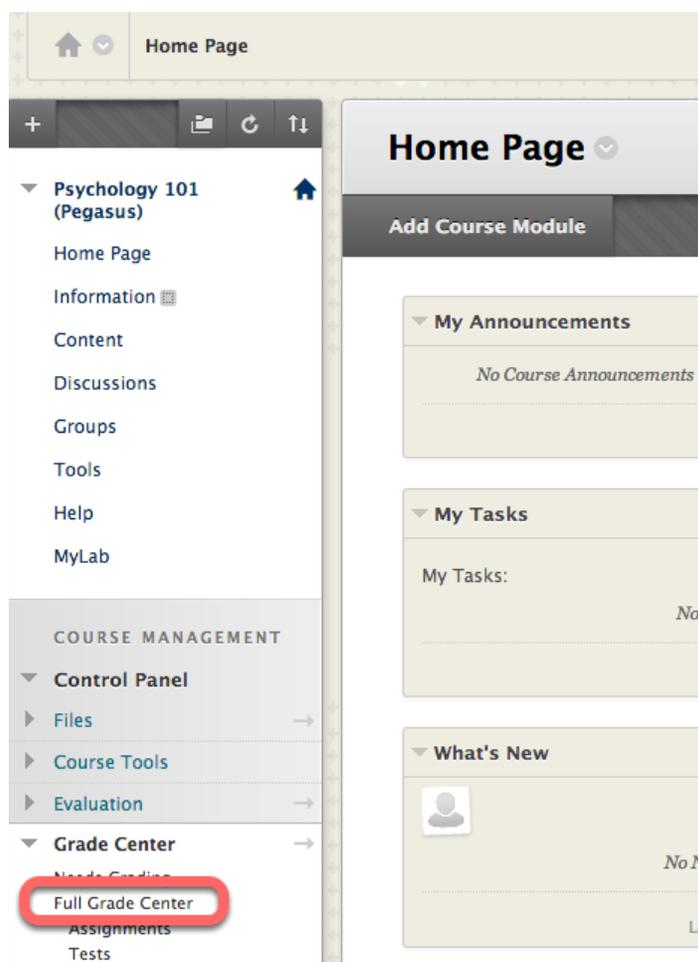
**2. Submit**

Click Submit to proceed. Click Cancel to quit.

Cancel **Submit**

## Section 4: Viewing Your Newly Synced Grades

1. To see the newly synced grades, go to the **Full Grade Center** in Blackboard:



2. You may need to drag over to the right to see the new columns that were created by the sync process.

### Grade Center : Full Grade Center

When screen reader mode is on the table is static, and grades may be entered on the Grade Details page, accessed by selecting the table cell for the grade. When screen reader mode is off, grades can be typed directly into the cells on the Grade Center page. To enter a grade: click the cell, type the grade value, and press the Enter key to submit. Use the arrow keys or the tab key to navigate through the Grade Center. [More Help](#)

Create Column Create Calculated Column Manage Reports Filter Work Offline

Move To Top Email Sort Columns By: Layout Position Order: Ascending

Grade Information Bar		Take the Chap	Take the Chap	Take the Chap	Weighted Totz	Total
Last Name	First Name					
<input type="checkbox"/> Jones	Laura	--	10.00	7.00	--	17.00
<input type="checkbox"/> Smith	Jessica	--	--	--	--	--
<input type="checkbox"/> Valentine	Sylvia	7.00	7.00	5.00	--	19.00

Selected Rows: 0

Move To Top Email

These grades were sent over from the Pearson MyLab.

# BREAKTHROUGH

Together

## MODULE 3: GRADE TRANSFER AND GRADE SYNC FOR MASTERING

### LESSON 3: TROUBLESHOOTING THE GRADE SYNC AND TRANSFER PROCESS

#### Q1: I'm still getting the "no components found" error.

This error indicates that the system can't find any assignments from Mastering that are set to sync with Blackboard. Make sure that you have dated assignments set up in Mastering for your students to take. If you have these assignments set up but are still getting this message, check Q2.

#### Q2: It seems to be taking a long time for grades to sync.

Speak to your campus Blackboard administrator to find out if an automatic sync schedule has been set up for your campus. Sync schedules can be set by the admin such that the servers check anywhere from every 30 minutes to perhaps every 2 hours. They can also be set to never check for new grades (in order to reduce the load on the servers). If the admin has set the sync schedule to "never", then instructors will need to manually refresh the grades themselves as shown above every time they want to see new grades.



Help

#### Q3: How can I get help from Pearson if my Blackboard admin says that the Pearson Building Block is set up correctly?

In order to get the fastest help possible, please use the Send Us A Message form. This will create an incident report number we can use to quickly resolve the issue.

#### Q4: I have more than one column in my gradebook for the same assignment.

Unfortunately, columns in the Blackboard gradebook cannot be deleted – but they can be hidden. We suggest that you hide one of the columns. You might also want to move these hidden columns to the end of the gradebook just to get them out of your way. If you wish, you could also ask your on-campus Blackboard admin to see if that person can delete the column(s) for you.

#### Q5: How do I disable the sync process?

Navigate to the **Grade Synchronization Settings** area of your course and click the button from **On** to **Off**.

**Q6: When I do a grade transfer, I'm getting an "Unenrolled User" error from Blackboard.**

An "unenrolled user" is a student who is listed in the MyLab gradebook export but who is not listed as being a student in your course. This typically occurs when a student was able to gain access to your MyLab without having gone through your Blackboard course. Students who have previously used a MyLab may be familiar with the process of obtaining a Course ID from their instructor. **Remember not to give students your MyLab course ID.** If students get your course ID and then go to: [www.PearsonMyLab.com](http://www.PearsonMyLab.com) they could register and gain access to your MyLab and begin doing any tests you may have created there.



If students log in through the Pearson site and not through your Blackboard course, then Blackboard will not know who they are and will not be able to add their grades from the MyLab to the Blackboard gradebook.

**How to fix this?**

Students who are "unenrolled" need to go into your Blackboard course and click a link such as the **All Assignments** link. **Clicking the Course Home link will NOT resolve this issue.** After clicking **All Assignments**, students will be asked to log into their Pearson account. After this is done, the Blackboard system will be able to recognize the student on the next grade import and "unenrolled user" will not appear.

**Q7: I want to create a create a new column in my gradebook by combining several assignments – should I do that in MyLab and Mastering or in Blackboard?**

"Calculated columns" will not at this time sync with Blackboard. We recommend that you create such grade columns in your Blackboard gradebook.

# BREAKTHROUGH

Together

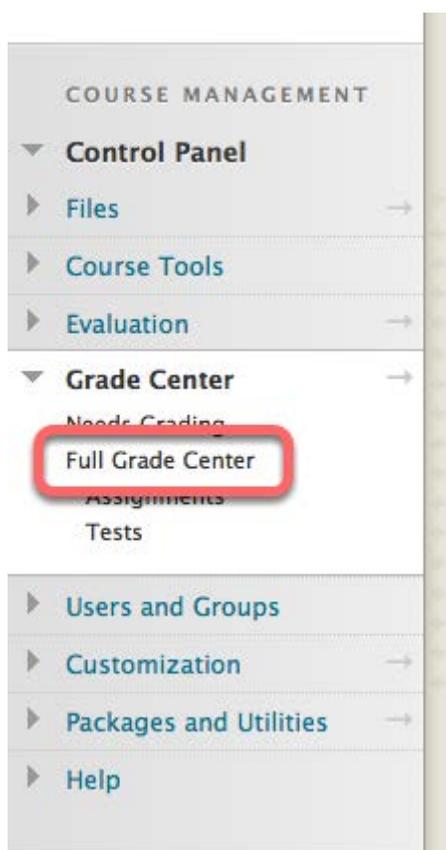
## MODULE 4: GRADE TRANSFER AND GRADE SYNC FOR XL-BASED MYLABS

### LESSON 1: HOW TO TRANSFER GRADES TO BLACKBOARD

1. Go into your MyLab gradebook. You can enter your MyLab gradebook starting from your Blackboard course or by logging in at the pearsonmylab.com site.
2. Follow these steps to export your MyLab grades: **Gradebook>Export Data>Advanced Export**>Give your export a **name** (perhaps using today's date), select an **Export Type** (in this example it's the often-used "Student Assignment Results") and for Spreadsheet Layout choose **Formatted for Blackboard-MyLab/Mastering**.
3. The image below may be helpful:

The screenshot displays the MyLab Gradebook interface for 'Stats 101 [1]'. The 'Export Data' dropdown menu is open, showing 'Advanced Export' selected. The 'Export Name' field is filled with 'Midterm Grades'. The 'Export Type' is set to 'Student Assignment Results'. The 'Spreadsheet Layout' dropdown is open, showing 'Blackboard-MyLab/Mastering format' selected. The interface also shows 'Gradebook Views' on the left and navigation options like 'All Assignments', 'Overview By Student', and 'Study Plan' on the right.

4. You can leave the other options at their default values.
5. After clicking the **Submit Request** button at the bottom of the page, you'll see an Export Confirmation pop-up box indicating that a file will be sent to you shortly.
6. You will receive an email with a .csv file attached, typically within an hour. During high load times (e.g., midterm and finals week) it may take up to 24 hours for the exported grades file to arrive.
7. You can close your MyLab if you wish.
8. When the email arrives, download the .csv file to your computer.
9. With the.csv file ready to upload, return to your Blackboard course and navigate to the **Full Grade Center**.



10. In the Full Grade Center, click the **Manage** tab and then select **Upload Pearson's MyLab and Mastering Grades**.

**Grade Center : Full Grade Center** ▾

When screen reader mode is on the table is static, and grades may be entered on the Grade Details page, accessed by selecting the table cell for the grade. When screen reader mode is off, grades can be typed directly into the cells on the Grade Center page. To enter a grade: click the cell, type the grade value, and press the Enter key to submit. Use the arrow keys or the tab key to navigate through the Grade Center. [More Help](#)

Create Column   Create Calculated Column ▾   **Manage** ▾ 1   Sorts ▾

Grading Periods   Filter   Work Offline ▾

Grading Schemas

Grading Color Codes

Categories

Smart Views

Column Organization

Row Visibility

Send Email

Upload Pearson's MyLab / Mastering Grades 2

Grade Information Bar

Move To Top   Email ▾

Last Name	First Name	Username
<input type="checkbox"/> Black	Sally	sblack
<input type="checkbox"/> Jones	Mary	mjones
<input type="checkbox"/> Smith	John	jsmith

Selected Rows: 0

Move To Top   Email ▾

Order: ▲ Ascending ▾

Saved: June 13, 2013 10:32 AM

Availability

Available
Available
Available

Icon Legend

Edit Rows Displayed

11. On the next screen, click the **Browse My Computer** button and select the file you downloaded from Mastering. Click the **Submit** button.

**Upload Pearson's MyLab / Mastering Grades**

Upload a CSV file exported from your MyLab / Mastering Gradebook to your Grade Center. To export a CSV file from MyLab / Mastering, export in Blackboard-MyLab / Mastering format from your MyLab / Mastering Gradebook.  
**NOTE:** When overriding uploaded MyLab / Mastering student grades, always use the Manually Override tab.

Cancel   **Submit**

**1. Upload Pearson's MyLab / Mastering Grades**

Attach File   **Browse My Computer**   Browse Course

12. On the next screen, you can choose all or only some of the grades from Mastering to import to Blackboard.

### Upload Grade Confirmation

Cancel
Submit

Even if you exported a MyLab/Mastering file containing all your student's grades on all your tests, you can choose only those you want to import at this time.

*When an assignment matches a column in your Grade Center, the MyLab / Mastering scores will be uploaded to the associated column. If an assignment does not match an existing Grade Center column, use the dropdown list to associate the assignment with a column or create a new column in the Grade Center. [More Help](#)*

	Match	Grade Center Column
<input checked="" type="checkbox"/> MyLab / Mastering Assignment		
<input checked="" type="checkbox"/> Take the Chapter 2 Exam		Create New Grade Center Column ▾
<input checked="" type="checkbox"/> Chapter 2 PreTest-Pre Test		Create New Grade Center Column ▾
<input checked="" type="checkbox"/> Chapter 2 PostTest-Post Test		Create New Grade Center Column ▾

Displaying 1 to 3 of 3 items Show All Edit Paging...

13. Blackboard will create new columns in your Blackboard gradebook to contain any new assignments, and it will simply update any existing Mastering columns with new grades if there are any.

14. Your grades have been transferred from Mastering to Blackboard:

Successfully completed Grade Upload. 1 Grade Center column(s) created and 2 Grade Center entry(ies) updated. Results for unenrolled users in this export file have not been uploaded to the Grade Center.

## Grade Center : Full Grade Center

When screen reader mo... the Grade Details page, accessed by selecting the table cell fo... the typed directly into the cells on the Grade Center page. To... s the Enter key to submit. Use the arrow keys or the tab k...

Your MyLab/Mastering grades have been transferred to Blackboard!

Create Column C... Reports

Filter Work Offline

Move To Top Email

Sort Columns By: Layout Position Order: ▲Ascending

Grade Information Bar Last Saved: June 13, 2013 4:13 PM

<input type="checkbox"/>	Last Name	First Name	Username	Student ID	Last Access	Availability
<input type="checkbox"/>	Black	Sally	sblack		June 13, 2013	Available
<input type="checkbox"/>	Jones	Mary	mjones		June 13, 2013	Available
<input type="checkbox"/>	Smith	John	jsmith		June 13, 2013	Available

Selected Rows: 0

If the transfer process does not go as shown here, check lesson 3 in this section on **troubleshooting**.

# BREAKTHROUGH

Together

## MODULE 4: GRADE TRANSFER AND GRADE SYNC FOR XL-BASED MYLABS

### LESSON 2: HOW TO SYNC GRADES WITH BLACKBOARD

#### Section 1: Setting Up Your MyLab for Grade Sync

1. The first step in setting up the sync process is to go into your MyLab and indicate that you wish to have the grades sent to your LMS – in this case Blackboard.
2. You can go into your MyLab starting in Blackboard or by logging in at [www.pearsonmylab.com](http://www.pearsonmylab.com)
3. From the homepage of the MyLab, click **Course Settings** and then **Edit Settings** or (**Edit MML Settings**) as shown below:



How Do It?  
Videos

The screenshot shows the MyMathLab interface. On the left is a navigation menu with options like Course Roster, Edit MML Settings (highlighted), Manage Files, Homework, Quizzes & Tests, Study Plan, Gradebook, Chapter Contents, Tools for Success, Multimedia Library, Learning Guide, Purchase Options, Pearson Tutor Services, and Discussions. The main content area is titled 'Course Home MyMathLab Test Course' and features a calendar for December and January, and a section for 'My Upcoming Assignments' with a 'Next Due' timer showing 08:14.

4. In the pop-up box that appears, click the **Edit** text link on the far right of the **General Settings** section:

MyMathLab Test Course [0] > COURSE SETTINGS SUMMARY

[Manage Course List](#)

### Course Settings Summary

**Course name** MyMathLab Test Course

**Book** Blitzer: Algebra & Trigonometry, 5e

---

**General Settings** [▶ Edit](#)

<b>Course type</b>	Standard course
<b>Course name</b>	MyMathLab Test Course
<b>Book</b>	Blitzer: Algebra & Trigonometry, 5e
<b>Gradebook</b>	MyMathLab

---

**Availability** [▶ Edit](#)

<b>Course Start &amp; End</b>	01/02/14 - 04/30/14
<b>Assignments Start &amp; End</b>	01/02/14 - 04/30/14
<b>Days to Use</b>	Sunday, Monday, Tuesday, Wednesday, Thursday, Friday, Saturday
<b>Time Zone</b>	(UTC-05:00) Eastern Time (US & Canada) Adjusts automatically for Daylight Savings Time <i>Current course time: 9:45am</i>

5. After clicking the Edit link, you will see these options:

**Edit Course**  

1 Start   2 Availability   3 Course Access   4 Coverage   5 Learning Aids and Test Options

Type of course to create: Standard [Learn about course types](#)

Course name: MyMathLab Test Course

Book: Blitzer: Algebra & Trigonometry, 5e

Gradebook:  Manage results in the Blackboard gradebook [More info](#)

Note: Grade transfer must also be enabled for this course in Blackboard

**NOTE:** this will send ALL your MyLab assignments to Blackboard. However, when you return to Blackboard you could choose not to put all the MyLab grades that imported into your Blackboard gradebook.

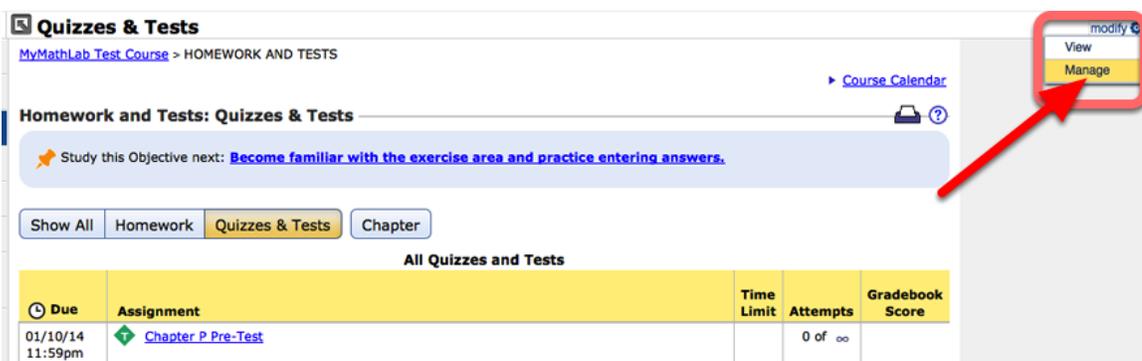
Next ▶ [Save](#)

6. You have **two options** at this point: a) you can have **all** of your assignments sent to Blackboard or b) you can click **Cancel** and select only some of your grades to be sent to Blackboard.
7. If you check the box next to **Manage results in the Blackboard gradebook** and click **Save** (and then **OK** in the next box) and return to Blackboard, you will see all

the MyLab assignment titles listed (whether you actually required student to take them or not), and you must decide which assignments you actually want included in your Blackboard gradebook.

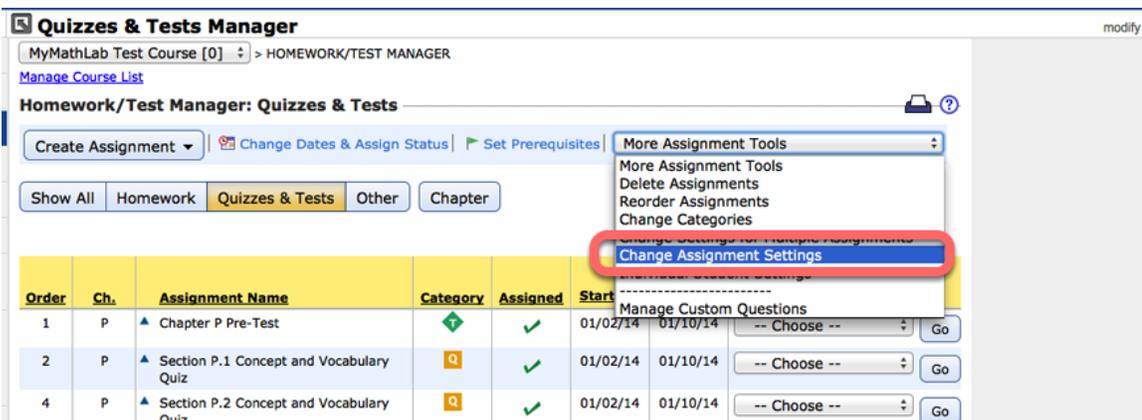
**Note:** Checking this box means that you do not have to decide on an assignment-by-assignment basis whether to sync to Blackboard or not. One possible disadvantage is that if your MyLab contains a hundred (or more) possible assignments, then all of them will be listed in our Blackboard sync area and you must go through all of them and check whether to send grades from that assignment to your Blackboard gradebook.

8. Your other option is to click the **Cancel** button in this pop-up and decide on an assignment-by-assignment basis whether to sync the grade to Blackboard. Let's see how that's done.
9. First, create one assignment. This can be an assignment which you delete later if you wish.
10. After creating the assignment, go into your **Assignment Manager** tool and find the assignment.
11. Click the **Modify** link in the upper right corner and then click **Manage** in the sub-menu.



The screenshot shows the 'Quizzes & Tests' page for a course. In the top right corner, there is a 'modify' link with a dropdown menu containing 'View' and 'Manage'. A red arrow points to the 'Manage' button.

12. On the next screen, click the **More Assignment Tools** drop down and select **Change Assignment Settings**.



The screenshot shows the 'Quizzes & Tests Manager' page. A dropdown menu titled 'More Assignment Tools' is open, and the 'Change Assignment Settings' option is highlighted with a red circle.

Order	Ch.	Assignment Name	Category	Assigned	Start	End	Gradebook	Score
1	P	Chapter P Pre-Test	Q	✓	01/02/14	01/10/14	-- Choose --	Go
2	P	Section P.1 Concept and Vocabulary Quiz	Q	✓	01/02/14	01/10/14	-- Choose --	Go
4	P	Section P.2 Concept and Vocabulary Quiz	Q	✓	01/02/14	01/10/14	-- Choose --	Go

13. This will reveal a new column called **Send to Blackboard**. Checking the box next to any assignment will send the grades for this assignment to Blackboard.

**Quizzes & Tests Manager**

MyMathLab Test Course [0] > [HOMEWORK/TEST MANAGER](#) > CHANGE ASSIGNMENT SETTINGS

[Manage Course List](#)

**Change Assignment Settings**

Make assignment setting changes below and click Update when you are finished. **IMPORTANT!** To send grades to Blackboard go to the Course Settings page to choose to use the Blackboard gradebook.

Show All Homework **Quizzes & Tests**

All Chapters

Ch.	Assignment	<input type="checkbox"/> Send to Blackboard	Category	# of Results	<input type="checkbox"/> Allow Import	<input checked="" type="checkbox"/> Partial Credit
P	▲ Chapter P Pre-Test	<input checked="" type="checkbox"/>	↑	0	<input type="checkbox"/>	<input checked="" type="checkbox"/>
P	▲ Section P.1 Concept and Vocabulary Quiz	<input type="checkbox"/>	Q	0	<input type="checkbox"/>	<input checked="" type="checkbox"/>
P	▲ Section P.2 Concept and Vocabulary Quiz	<input type="checkbox"/>	Q	0	<input type="checkbox"/>	<input checked="" type="checkbox"/>
P	▲ Section P.3 Concept and Vocabulary Quiz	<input type="checkbox"/>	Q	0	<input type="checkbox"/>	<input checked="" type="checkbox"/>
P	▲ Section P.4 Concept and Vocabulary Quiz	<input type="checkbox"/>	Q	0	<input type="checkbox"/>	<input checked="" type="checkbox"/>

14. Those are your two synchronization options for these MyLabs. After choosing one or the other you can now return to your Blackboard course to complete the synchronization setup there.

## Section 2: Setting Up Your Blackboard Course for Grade Sync

- Return to your Blackboard course and click the Pearson Building Block.

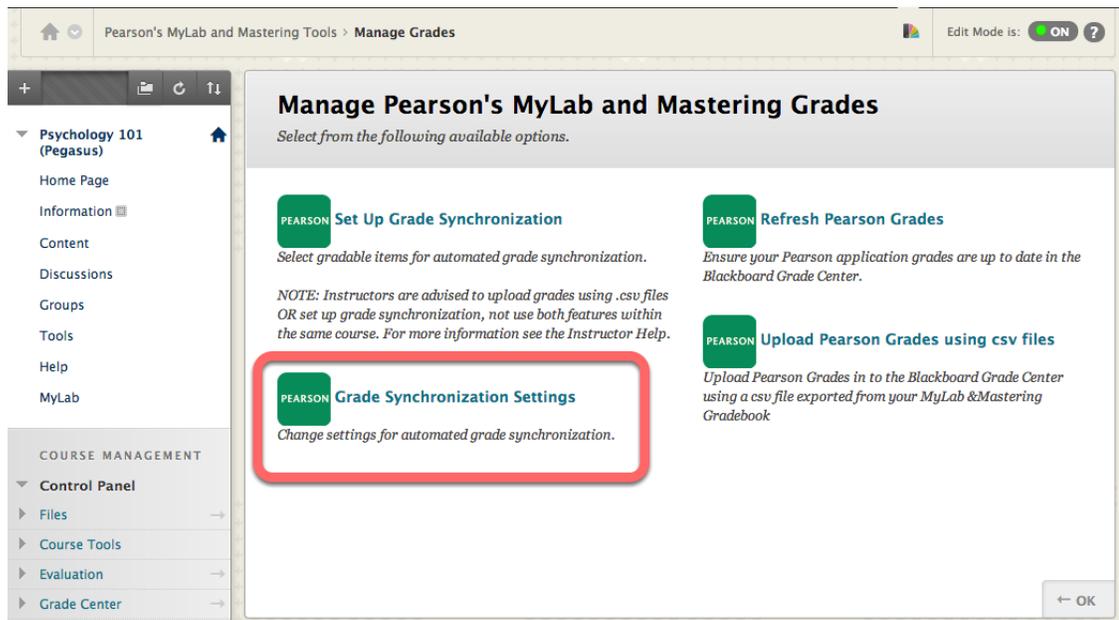
The screenshot shows the Blackboard course interface. On the left is a navigation menu with 'Tools' circled in red. The main content area displays several blocks: Announcements, Blackboard Help for Students, Blogs, Calendar, Collaboration, and Contacts. On the right, there are blocks for Journals, My Grades, Pearson Direct, Pearson Direct LTI Scripted Links Updater, and Pearson's MyLab and Mastering, which is circled in red.

- On the next page scroll down to the **Support Tools** area and click **Manage Pearson MyLab / Mastering Grades**.

The screenshot shows the 'Support Tools' section of the Blackboard course. It includes blocks for MyPsychLab Notifications, Student Help, Instructor Help, Pearson 24/7 Technical Support for Students and Instructors, Manage Pearson MyLab/Mastering Grades (circled in red), and Roster Information.

### Section 3: Grade Synchronization Settings

1. Start the grade sync setup process by clicking the second link on the left side – **Grade Synchronization Settings**:



2. You may see an error message like the one below, but there's no need to worry – it will go away once the setup process is complete.

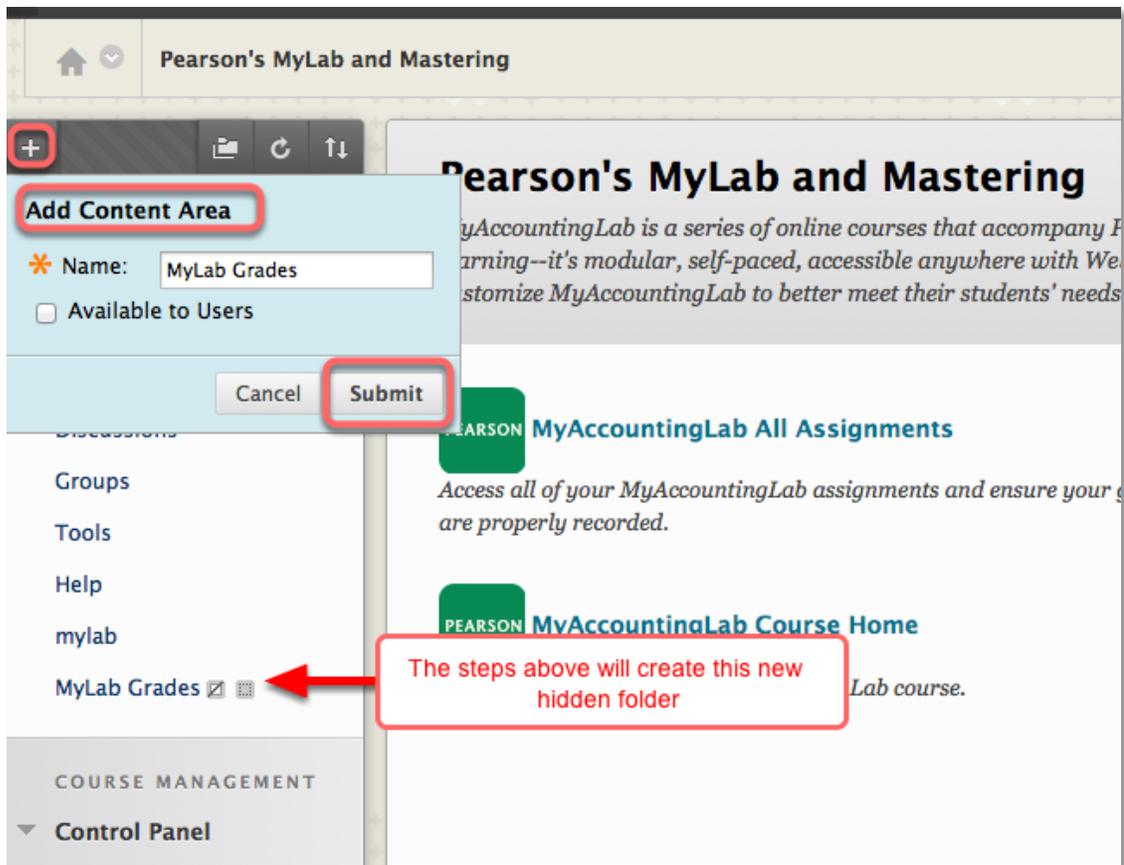


3. **Important:** your goal in this first step of the setup process is to create a folder in Blackboard that will hold the grades that come over from Pearson. Throughout the semester, you'll be checking that folder to see what new grades have come in and you'll be deciding which of these grades you actually want included in your Blackboard gradebook.
4. To create this folder, click the **Browse** button. You'll get a small popup window. You can create this folder anywhere in your Blackboard course and if you already have a

section in Blackboard called Content, you can select this folder as shown in the image below:



5. If you have a Content folder and have selected it as shown here, then proceed to step 1 in Section 4 to configure the **Settings**. If you don't have a Content folder you can easily create an area in Blackboard to hold your Pearson grades. Here's how to do this.
6. Close the pop-up window.
7. Click the + sign at the top of the left navigation area in Blackboard (if you don't see the + sign, then go over the right side of the screen and make sure you are in **Edit** mode).



8. As the image above shows:
  - a) Add a Content Area.
  - b) Call it something like **MyLab Grades**.
  - c) DO NOT make it available to users.
  - d) Click Submit.
9. This will create a new hidden folder in your navigation area.
10. Click the **Grade Synchronization Settings** link again in the Pearson Building Block, as in step 1 above.
11. Click the **Browse** button and select this new folder. You may not need to look in this folder, but the Blackboard system will check it to see if Pearson has sent any new grades into the folder.
12. You may now proceed to **Section 4: Settings**.

## Section 4: Settings

1. In the Settings area, click the button next to **Automatically Assign Gradable Items to the Default Folder Location** from the Off to the **On** position.
2. Click **Yes** to the right of **Include these Gradable Items in Grade Center Calculations**.
3. **Email Notifications**: enter your email address if you wish to receive an email every time the sync system creates a new grade column in your Blackboard gradebook.
4. **Category**: decide whether you want to use any categories you may have set up in MyLab in your Blackboard gradebook.
5. See the image below for a summary of these suggested settings:

**2. Settings**

Automatically Assign Gradable Items to the Default Folder Location  **ON**  
*Set this option to ON to have all MyLab gradable items automatically create grade center columns and insert links into the default destination folder.*

Include these Gradable Items in Grade Center Calculations  **Yes**  No  
*Select No to exclude the Grade Center columns for these items from calculations.*

Email Notifications   
*Provide a comma-separated list of emails to notify recipients when a new gradable item is added to the Blackboard Grade Center and a link is added to the default destination folder.*

Category  Use categories defined in the Pearson's MyLab and Mastering course  
*NOTE: Selecting this option will create categories from Pearson's MyLab and Mastering in your course if they do not already exist.*

Use existing category available in Blackboard course

**3. Submit**

*Click Submit to proceed. Click Cancel to quit.*

6. "Automatically Assign Gradable Items to the Default Folder Location": **ON**
7. "Include these Gradable Items in Grade Center Calculations": **YES**

8. Email Notifications: you might want to fill in your email address so that you get a notification whenever a new grade column is created in your gradebook. You can return here and remove your email address at a later point if you wish.
9. After you have made these selections, click **Submit**.

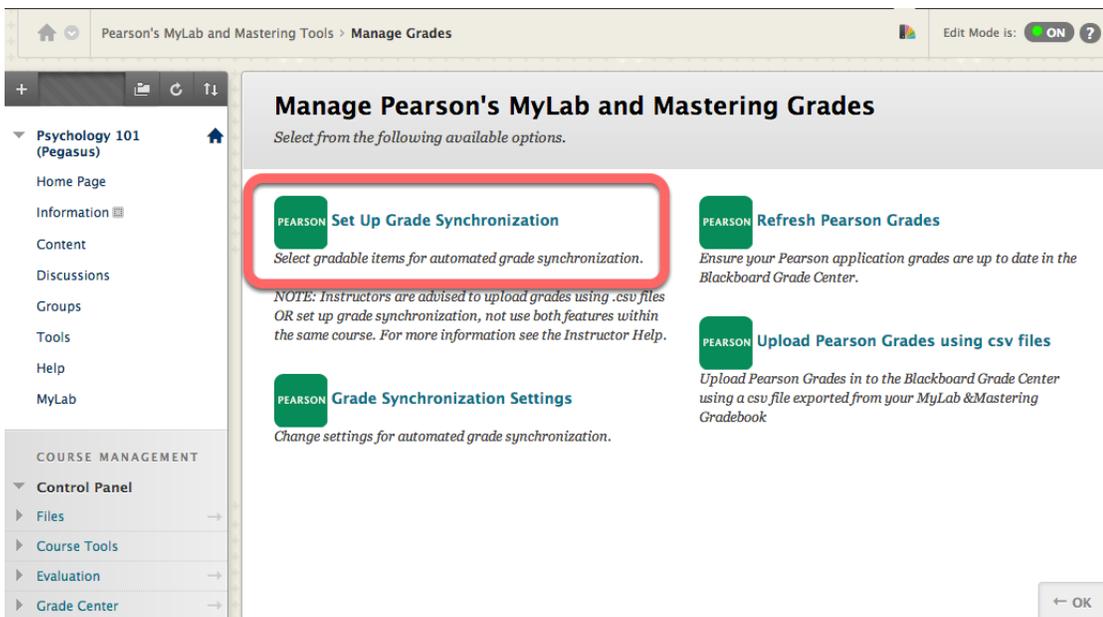
You have completed the key processes in the grade sync setup process. From here on you shouldn't need to return to this page unless you want to enter (or remove) your email address in the Email Notifications area.

The next part of the grade sync process is to go to the **Set Up Grade Synchronization Settings** area. You may return to this area several times throughout your course to indicate to the system exactly which grades you want sync'd with your Blackboard gradebook.

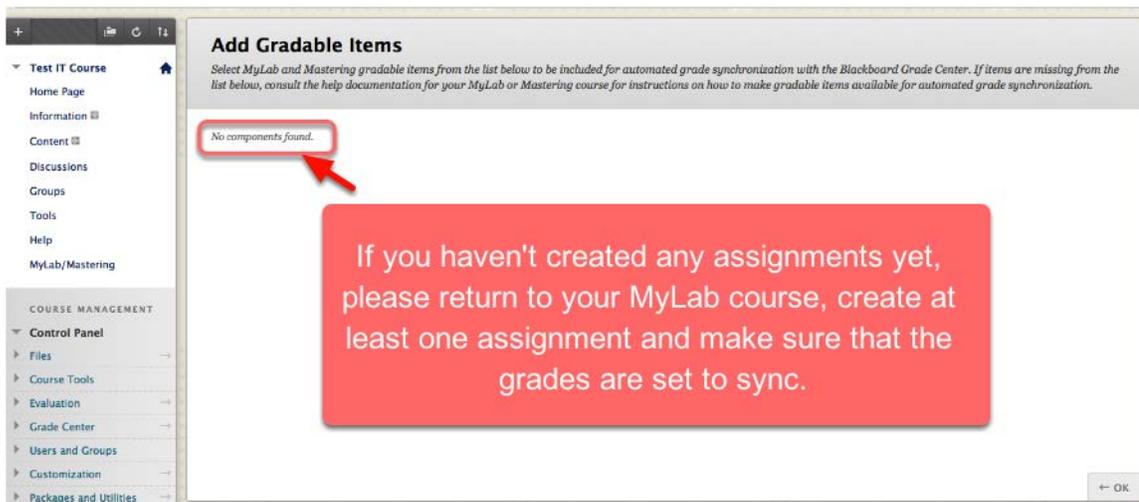
## Section 5: Setting Up Grade Synchronization

Your goal in this part of the sync process:

1. Return to the Pearson Building Block and then to **Manage Pearson MyLab and Mastering Grades**. Click the first link in the upper left, **Set Up Grade Synchronization**, as shown below:



2. If you see the **No Components Found** message on The **Add Gradable Items** page, it means that: a) you have yet not set up an assignment for your students in Mastering or b) you recently set up an assignment, but the system has not yet received any information that the assignment exists.



- If you receive the **No components found** error, please return to this part of the sync setup process at a later time. You could also speak with your campus Blackboard administrator to ask how often the Pearson Building Block has been set up to check for new assignments available to sync.
- When items from Mastering appear on the **Gradable Items** page, you are ready to choose which ones you wish to sync with your Blackboard gradebook. You can choose all or only some of the items from Mastering.

**Add Gradable Items**

Select MyLab and Mastering gradable items from the list below to be included for automated grade synchronization with the Blackboard Grade Center. If items are missing from the list below, consult the help documentation for your MyLab or Mastering course for instructions on how to make gradable items available for automated grade synchronization.

Cancel Submit

**1. Verify your MyLab supports automated grade synchronization**

Check with your Pearson sales representative to verify your MyLab supports automated grade synchronization. If your MyLab does support automated grade synchronization and you do not see any gradable items listed below, check your MyLab Instructor Guide for information on how to configure your MyLab for automated grade synchronization.

[Click here to contact your sales representative.](#)

NOTE: Instructors are advised to upload grades using .csv files OR set up grade synchronization, not use both features within the same course. For more information see the Instructor Help.

**2. Select Gradable Items**

Automatically Synchronize All Available Pearson Items  
*Note: Selecting this option will add new items and grade center columns to your Blackboard course as they become available from your Pearson MyLabs & Mastering course during each grade refresh.*

Select Individual Gradable Items

<input type="checkbox"/>	No	Item	Category	Points Possible	Visibility	Deployed to Blackboard
<input type="checkbox"/>	1	Take the Chapter 6 Exam	-	123.0	All	✓
<input type="checkbox"/>	2	Take the Chapter 3 Exam	-	124.0	All	✓

Displaying 1 to 2 of 2 items Show All Edit Paging...

**3. Submit**

Click Submit to proceed. Click Cancel to quit.

Cancel Submit

- After you have made your selections, click **Submit**.
- This process will send these assignments to your Blackboard gradebook. If the assignment is new, then a new column will be created. If the assignment has previously been sync'd, then the column previously created will be updated with any new grades.

7. You may choose to do a “forced refresh” of the grades by clicking the **Refresh Pearson Grades** link.

The screenshot shows the 'Manage Pearson's MyLab and Mastering Grades' interface. On the left is a navigation menu for 'Psychology 101 (Pegasus)' with options like Home Page, Information, Content, Discussions, Groups, Tools, Help, and MyLab. Below this is a 'COURSE MANAGEMENT' section with 'Control Panel' expanded to show Files, Course Tools, Evaluation, and Grade Center. The main content area has the title 'Manage Pearson's MyLab and Mastering Grades' and a sub-header 'Select from the following available options.' There are three main options: 'Set Up Grade Synchronization', 'Refresh Pearson Grades' (highlighted with a red box), and 'Upload Pearson Grades using csv files'. A note states: 'NOTE: Instructors are advised to upload grades using .csv files OR set up grade synchronization, not use both features within the same course. For more information see the Instructor Help.' An 'OK' button is at the bottom right.

8. On this page you may see some assignments listed. Choose the ones you want to force a refresh of, and click **Submit**.

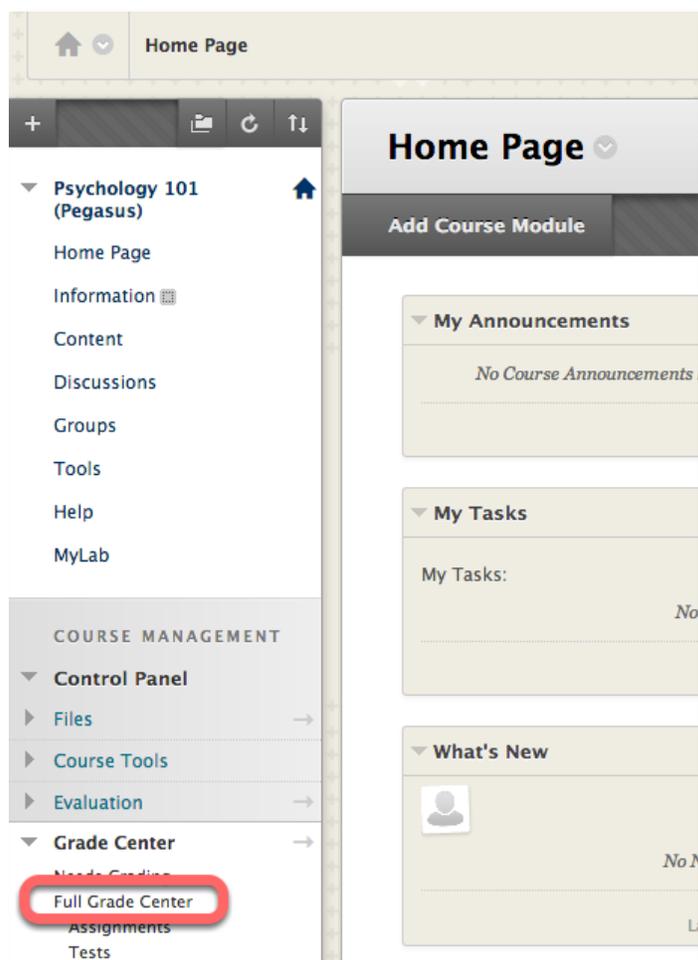
The screenshot shows the 'Refresh Pearson Grades' page. The left navigation menu is the same as in the previous screenshot. The main content area has the title 'Refresh Pearson Grades' and a sub-header: 'Grade center information will be refreshed for the Pearson Gradable items in the list below, based on the most current results in the Pearson applications. By default, grades will be refreshed for all Pearson gradable items that are available in the Blackboard Content area. To refresh grades for particular content only, please choose 'Select content' option below and select the appropriate content.' There are 'Cancel' and 'Submit' buttons at the top right. Below this is a section titled '1. Select Gradable Content' (highlighted with a red box) with two radio buttons: 'All Gradable Items' (selected) and 'Select Gradable Items'. Below the radio buttons is a table of assignments:

<input type="checkbox"/>	No	Title	Category	Points Possible	Due Date
<input type="checkbox"/>	1	Take the Chapter 3 Exam	-	124.0	01/10/2014
<input type="checkbox"/>	2	Take the Chapter 6 Exam	-	123.0	01/31/2014

Below the table, it says 'Displaying 1 to 2 of 2 items' with 'Show All' and 'Edit Paging...' links. Below the table is a section titled '2. Submit' (highlighted with a red box) with the instruction: 'Click Submit to proceed. Click Cancel to quit.' There are 'Cancel' and 'Submit' buttons at the bottom right.

## Section 6: Viewing Your Newly Sync'd Grades

1. To see the newly sync'd grades, go to the **Full Grade Center** in Blackboard:



2. You may need to drag over to the right to see the new columns that were created by the sync process.

**Grade Center : Full Grade Center** 

When screen reader mode is on the table is static, and grades may be entered on the Grade Details page, accessed by selecting the table cell for the grade. When screen reader mode is off, grades can be typed directly into the cells on the Grade Center page. To enter a grade: click the cell, type the grade value, and press the Enter key to submit. Use the arrow keys or the tab key to navigate through the Grade Center. [More Help](#)

Create Column Create Calculated Column Manage Reports Filter Work Offline

Move To Top Email Sort Columns By: Layout Position Order: Ascending

Grade Information Bar		Take the Chap	Take the Chap	Take the Chap	Weighted Totz	Total	
<input type="checkbox"/>	Last Name	First Name	--	10.00	7.00	--	17.00
<input type="checkbox"/>	Jones	Laura	--	--	--	--	--
<input type="checkbox"/>	Smith	Jessica	7.00	7.00	5.00	--	19.00
<input type="checkbox"/>	Valentine	Sylvia					

Selected Rows: 0

Move To Top Email

These grades were sent over from the Pearson MyLab.

## MODULE 4: GRADE TRANSFER AND GRADE SYNC FOR XL-BASED MYLABS

### LESSON 3: TROUBLESHOOTING THE GRADE SYNC AND TRANSFER PROCESS

**Q1: I'm still getting the "no components found" error.**

This error indicates that the system can't find any assignments from MyLab that are set to sync with Blackboard. Make sure that you have dated assignments set up in your MyLab for your students to take. If you have these assignments set up but are still getting this message, check Q2.

**Q2: It seems to be taking a long time for grades to sync.**

Speak to your campus Blackboard administrator to find out if an automatic sync schedule has been set up for your campus. Sync schedules can be set by the admin such that the servers check anywhere from every 30 minutes to perhaps every 2 hours. They can also be set to never check for new grades (in order to reduce the load on the servers). If the admin has set the sync schedule to "never", then instructors will need to manually refresh the grades themselves as shown above every time they want to see new grades.



**Q3: How can I get help from Pearson if my Blackboard admin says that the Pearson Building Block is set up correctly?**

In order to get the fastest help possible, please use the [Send Us A Message](#) form. This will create an incident report number we can use to quickly resolve the issue.

**Q4: I have more than one column in my gradebook for the same assignment.**

Unfortunately, columns in the Blackboard gradebook cannot be deleted – but they can be hidden. We suggest that you hide one of the columns. You might also want to move these hidden columns to the end of the gradebook just to get them out of your way. If you wish, you could also ask your on-campus Blackboard admin to see if that person can delete the column(s) for you.

**Q5: How do I disable the sync process?**

Navigate to the **Grade Synchronization Settings** area of your course and click the button from On to **Off**.

**Q6: When I do a grade transfer, I'm getting an "Unenrolled User" error from Blackboard.**

An "unenrolled user" is a student who is listed in the MyLab gradebook export but who is not listed as being a student in your course. This typically occurs when a student was able to gain access to your MyLab without having gone through your Blackboard course. Students who have previously used a MyLab may be familiar with the process of obtaining a Course ID from their instructor. **Remember not to give students your MyLab course ID.** If students get your course ID and then go to: [www.PearsonMyLab.com](http://www.PearsonMyLab.com) they could register and gain access to your MyLab and begin doing any tests you may have created there.



If students log in through the Pearson site and not through your Blackboard course then Blackboard will not know who they are and will not be able to add their grades from the MyLab to the Blackboard gradebook.

**How to fix this?**

Students who are "unenrolled" need to go into your Blackboard course and click a link such as the **All Assignments** link. Clicking the Course Home link will NOT resolve this issue. After clicking **All Assignments**, students will be asked to log into their Pearson account. After this is done, the Blackboard system will be able to recognize the student on the next grade import and "unenrolled user" will not appear.

**Q7: I want to create a create a new column in my gradebook by combining several assignments – should I do that in MyLab and Mastering or in Blackboard?**

“Calculated columns” will not at this time sync with Blackboard. We recommend that you create such grade columns in your Blackboard gradebook.

# BREAKTHROUGH

Together

## MODULE 5: GRADE TRANSFER AND GRADE SYNC FOR PEGASUS-BASED MYLABS

### LESSON 1: HOW TO TRANSFER GRADES TO BLACKBOARD

1. Go into your MyLab gradebook. You can enter your MyLab gradebook starting from your Blackboard course or by logging in at the [pearsonmylab.com](http://pearsonmylab.com) site.
2. Follow these steps to export your MyLab grades:
  - a) Navigate to the name of the assignment you wish to transfer into Blackboard.
  - b) At the bottom of your gradebook you'll see a bar that contains **Export**>select Current Display to export the grades from the assignment.
  - c) Next to "as", select **Blackboard-MyLab& Mastering**.
3. Click the **Download** button and your browser will download a .csv file to your computer.
4. The image below may be helpful:

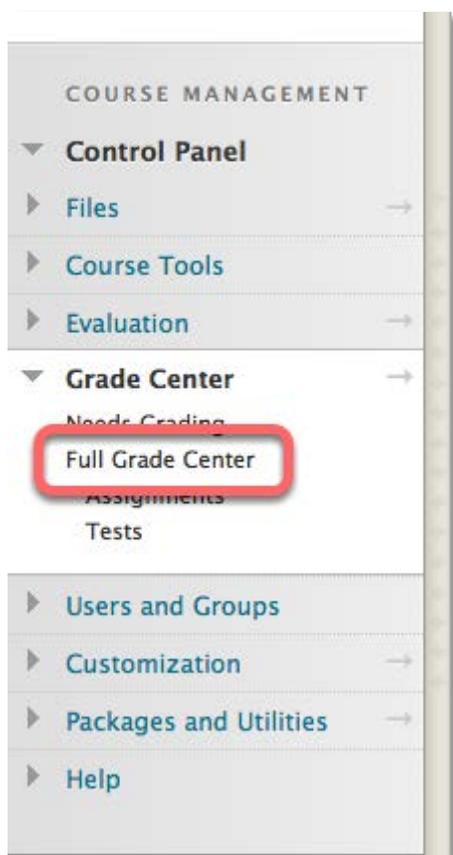
The screenshot shows a web interface titled "All Course Content". At the top, there are tabs for "SELECTIONS", "All Students", "All Assignment Types", "All Due Dates", and "Assigned Items Only". Below the tabs, there are two columns: "Student Name" and "Course". The "Student Name" column has a search box and a dropdown arrow. The "Course" column has a dropdown arrow and a timestamp "(last updated at 2:00:00 PM)". Below the columns, there is a table with the following data:

Student Name	Score
Class Average:	
Mary Jones	87
Jane Markel	74
John Smith	98

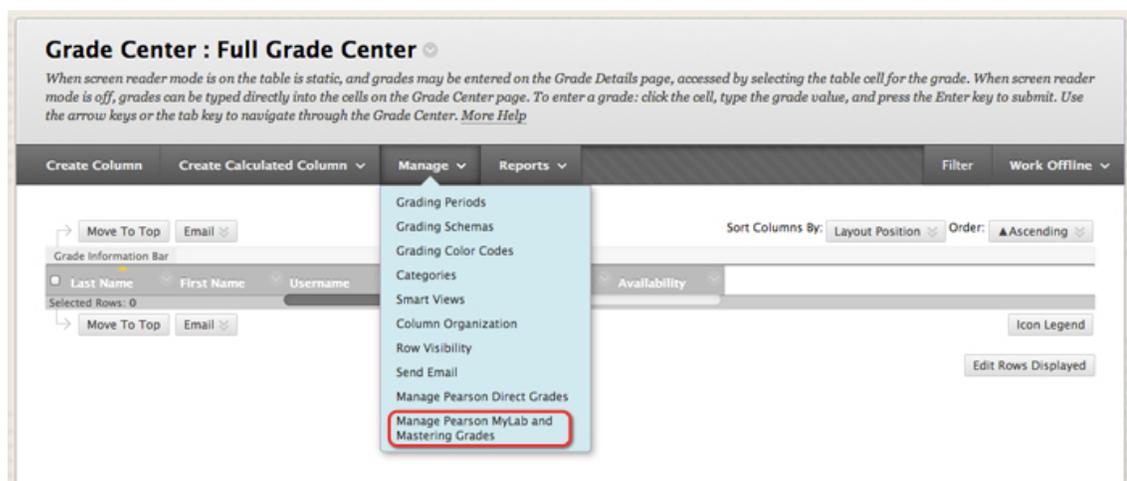
At the bottom of the interface, there is an "Export" section with a dropdown menu set to "Current Display" and a "Download" button. The dropdown menu is open, showing the following options:

- ✓ csv file
- tab delimited file
- pdf file
- Blackboard-MyLab/Mastering
- Canvas
- Desire2Learn

5. You can close your MyLab now if you wish.
6. With the.csv file ready to upload, return to your Blackboard course and navigate to the **Full Grade Center**.



7. In the Full Grade Center, click the **Manage** tab and then select **Upload Pearson's MyLab and Mastering Grades**.



8. On the next screen, click the **Browse My Computer** button and select the file you downloaded from the MyLab. Click the **Submit** button.

### Upload Pearson's MyLab and Mastering Grades

*Upload a CSV file exported from your MyLab and Mastering Gradebook to your Grade Center. To export a CSV file from MyLab and Mastering, export in Blackboard-MyLab and Mastering format from your MyLab and Mastering Gradebook.*

**NOTE:** *When overriding uploaded MyLab and Mastering student grades, always use the Manually Override tab.*

Cancel
Submit

---

**1. Upload Pearson's MyLab and Mastering Grades**

**NOTE:** If you have already set up automated grade synchronization for this course, you are advised not to upload grades using .csv files. For more information see the Instructor Help.

Attach File

Browse My Computer
Browse Course

---

**2. Submit**

*Click Submit to proceed. Click Cancel to quit.*

Cancel
Submit

9. On the next screen, you can choose all or only some of the grades from the MyLab to import to Blackboard.

### Upload Grade Confirmation

Cancel
Submit

Even if you exported a MyLab/Mastering file containing all your student's grades on all your tests, you can choose only those you want to import at this time.

*the Grade Center. When an assignment matches a column in your Grade Center, the mylab / mastering scores will be uploaded to the associated column. If an assignment does not match an existing Grade Center column, use the dropdown list to associate the assignment with a column or create a new column in the Grade Center. [More Help](#)*

	Match	Grade Center Column
<input checked="" type="checkbox"/> MyLab / Mastering Assignment		
<input checked="" type="checkbox"/> Take the Chapter 2 Exam		<span style="border: 1px solid #ccc; padding: 2px 10px;">Create New Grade Center Column</span> ▾
<input checked="" type="checkbox"/> Chapter 2 PreTest-Pre Test		<span style="border: 1px solid #ccc; padding: 2px 10px;">Create New Grade Center Column</span> ▾
<input checked="" type="checkbox"/> Chapter 2 PostTest-Post Test		<span style="border: 1px solid #ccc; padding: 2px 10px;">Create New Grade Center Column</span> ▾

Displaying 1 to 3 of 3 items
Show All
Edit Paging...



# BREAKTHROUGH

Together

## MODULE 5: GRADE TRANSFER AND GRADE SYNC FOR PEGASUS-BASED MYLABS

### LESSON 2: HOW TO SYNC GRADES TO BLACKBOARD



How Do It?  
Videos



Help

#### Section 1: Setting Up Assignments in the MyLab for Sync'ing

1. Begin the sync process by going into your MyLab gradebook. You will be indicating, on an assignment-by-assignment basis, whether you want each assignment to sync with Blackboard.
2. Click **Instructor Grades & Assignments** and then **Gradebook**.

The screenshot shows the MyLab interface for a course titled "Music". The left sidebar contains a navigation menu with items like "Course Home", "eText & Chapter Audio", "Assignment Calendar", "Study Plans & Course Content", "Active Listening Guides", "Writing Space", "Student Resources", "Student Grades", "Communication Tools", "Instructor Grades & Assignments", and "Instructor Resources". The "Instructor Grades & Assignments" item is highlighted with a red box. A red arrow points from this menu item to the "Gradebook" link in the main content area. The main content area is titled "Instructor Grades & Assignments" and contains a list of links: "Assign Content", "Manage Course Materials", "Gradebook", "Reports", "Notifications", "MyTest", and "Preferences". The "Gradebook" link is also highlighted with a red box.

3. First, create an assignment (you can delete it later if you wish).
4. After creating an assignment, navigate to that assignment in the gradebook. In this example, we have created an assignment called "Take the Chapter 01 Test".

5. To the left of every assignment you will see an arrow pointing downward. Click that arrow and you will see a list of options:

The screenshot shows the Blackboard interface with the 'Grades' tab selected. The main content area displays a table of assignments for 'Chapter 01: What is Anthropology?'. The table has columns for 'Student Name', 'Take the Chapter 0...', and 'Options'. The 'Options' menu is open, showing various actions like 'Edit Grades', 'Apply Grade Schema', and 'Synchronize with LMS'. The 'Synchronize with LMS' option is circled in red.

Student Name	Take the Chapter 0...	Options
Class Average:	--	
_student, _student	90 ✓	<ul style="list-style-type: none"> <li>Edit Grades</li> <li>Apply Grade Schema</li> <li>View Statistics</li> <li>View All Submissions</li> <li>View in Course Materials</li> <li>Student Report</li> <li>Activity Report 1</li> <li>Activity Report 2</li> <li>Synchronize with LMS</li> <li>Hide submissions from students</li> <li>Export</li> </ul>

6. Click **Synchronize with LMS**. After a moment you'll see two back-and-forth arrows next to the down arrow and a message in green in the upper left indicating that the assignment is set to sync with Blackboard.

The screenshot shows the Blackboard interface after the 'Synchronize with LMS' action. A green message 'LMS Synchronization is enabled' is displayed in the upper left. The 'Options' menu is closed, and a green double-headed arrow icon is visible next to the assignment name in the table.

Student Name	Take the Chapter 0...	Options
Class Average:	--	
_student, _student	90 ✓	

7. You'll need to create the above settings for every assignment you wish to sync with Blackboard.

## Section 2: Setting Up Your Blackboard Course for Grade Sync

1. Return to your Blackboard course and click the Pearson Building Block.

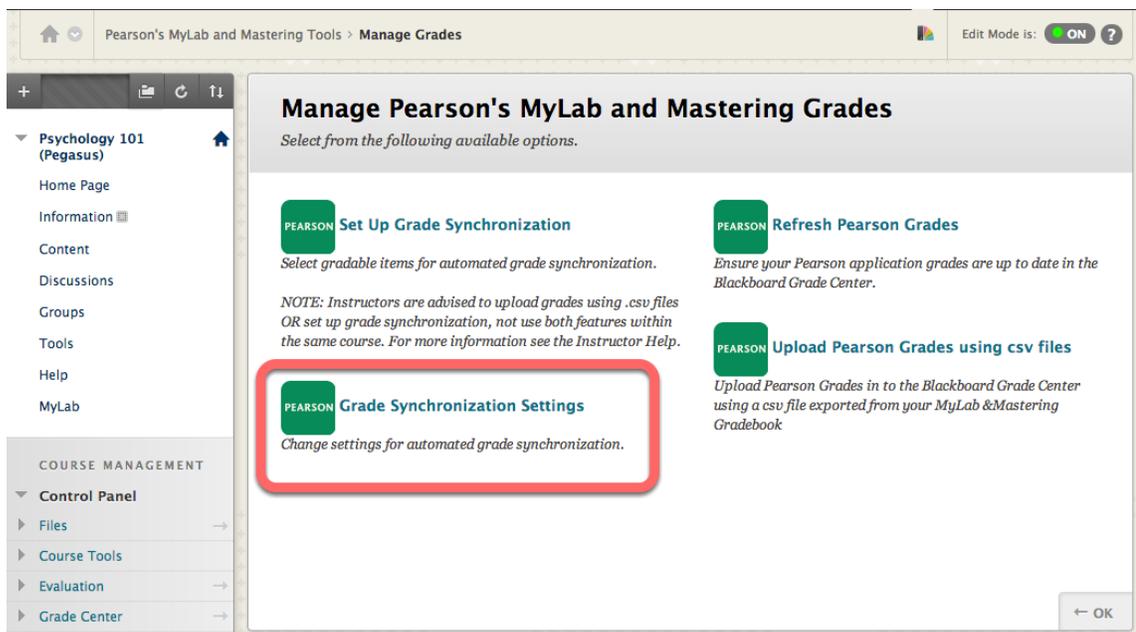
The screenshot shows the Blackboard course interface. On the left, a navigation menu includes 'Home Page', 'Information', 'Content', 'Discussions', 'Groups', 'Tools' (circled in red), and 'Help'. Below this is the 'COURSE MANAGEMENT' section with sub-items: 'Control Panel', 'Files', 'Course Tools', 'Evaluation', 'Grade Center', 'Users and Groups', and 'Customization'. The main content area displays various building blocks: 'Announcements', 'Blackboard Help for Students', 'Blogs', 'Calendar', 'Collaboration', 'Contacts', 'Journals', 'My Grades', 'Pearson Direct', 'Pearson Direct LTI Scripted Links Updater', and 'Pearson's MyLab and Mastering' (circled in red). Each block includes a description and a 'Hide Link' button.

2. On the next page scroll down to the **Support Tools** area and click **Manage Pearson MyLab / Mastering Grades**.

The screenshot shows the 'Support Tools' section of the Blackboard course. The left sidebar has 'Packages and Utilities' and 'Help'. The main content area features a 'Support Tools' header and several links: 'MyPsychLab Notifications', 'Student Help', 'Instructor Help', 'Pearson 24/7 Technical Support for Students and Instructors', 'Manage Pearson MyLab/Mastering Grades' (circled in red), and 'Roster Information'. Each link includes a description and a 'Hide Link' button.

### Section 3: Grade Synchronization Settings

13. Start the grade sync setup process by clicking the second link on the left side – **Grade Synchronization Settings**:



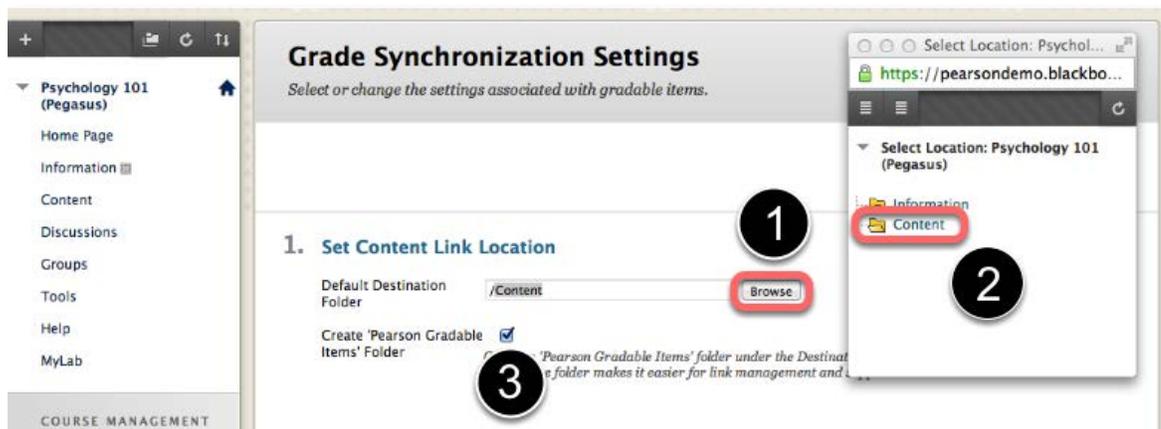
14. You may see an error message like the one below, but there's no need to worry – it will go away once the setup process is complete.



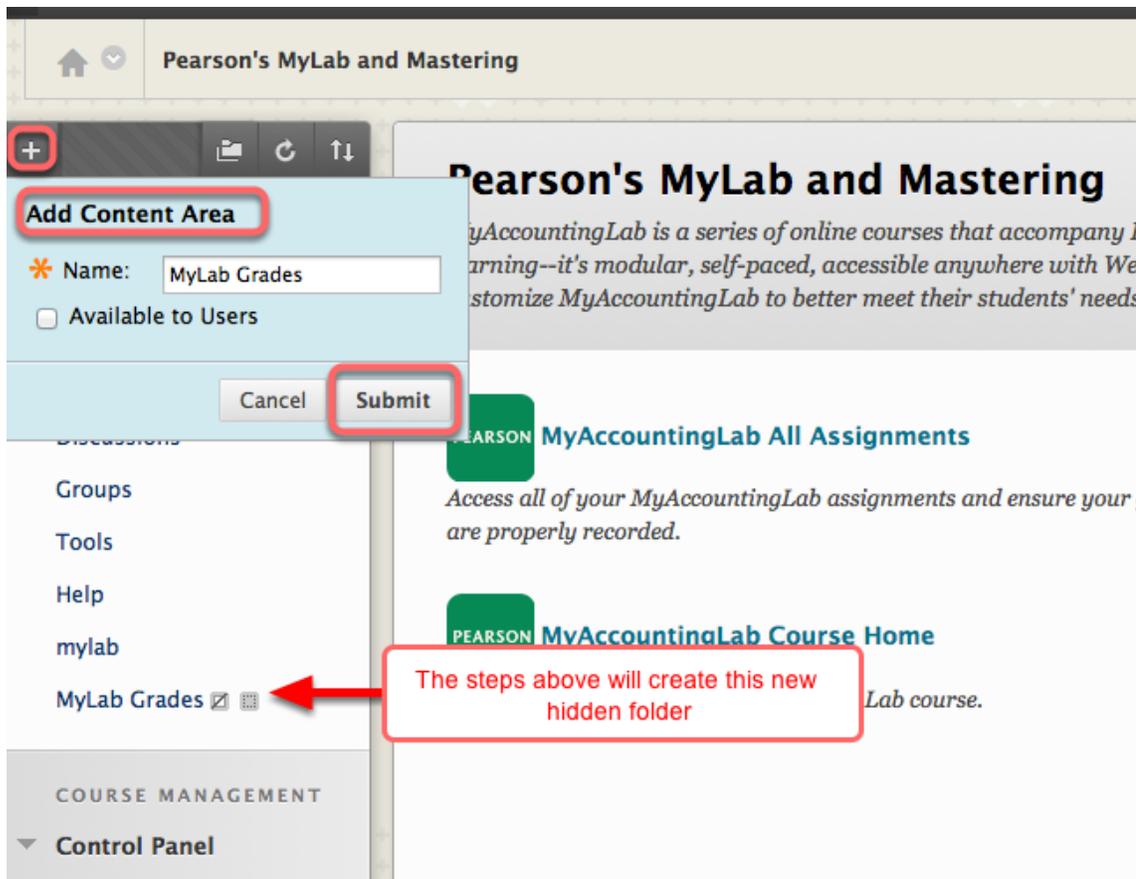
15. **Important:** your goal in this first step of the setup process is to create a folder in Blackboard that will hold the grades that come over from Pearson. Throughout the semester, you'll be checking that folder to see what new grades have come in and you'll be deciding which of these grades you actually want included in your

Blackboard gradebook.

16. To create this folder, click the **Browse** button. You'll get a small popup window. You can create this folder anywhere in your Blackboard course and if you already have a section in Blackboard called Content, you can select this folder as shown in the image below:



17. If you have a Content folder and have selected it as shown here, then proceed to step 1 in Section 4 to configure the **Settings**. If you don't have a Content folder you can easily create an area in Blackboard to hold your Pearson grades. Here's how to do this.
18. Close the pop-up window.
19. Click the + sign at the top of the left navigation area in Blackboard (if you don't see the + sign, then go over the right side of the screen and make sure you are in **Edit** mode).



20. As the image above shows:
  - a) Add a Content Area.
  - b) Call it something like **MyLab Grades**.
  - c) DO NOT make it available to users.
  - d) Click Submit.
21. This will create a new hidden folder in your navigation area.
22. Click the **Grade Synchronization Settings** link again in the Pearson Building Block, as in step 1 above.
23. Click the **Browse** button and select this new folder. You may not need to look in this folder, but the Blackboard system will check it to see if Pearson has sent any new grades into the folder.
24. You may now proceed to **Section 4: Settings**.

## Section 4: Settings

10. In the Settings area, click the button next to **Automatically Assign Gradable Items to the Default Folder Location** from the Off to the **On** position.
11. Click **Yes** to the right of **Include these Gradable Items in Grade Center Calculations**.
12. **Email Notifications**: enter your email address if you wish to receive an email every time the sync system creates a new grade column in your Blackboard gradebook.
13. **Category**: decide whether you want to use any categories you may have set up in MyLab in your Blackboard gradebook.
14. See the image below for a summary of these suggested settings:

**2. Settings**

Automatically Assign Gradable Items to the Default Folder Location  **ON**  
*Set this option to ON to have all MyLab gradable items automatically create grade center columns and insert links into the default destination folder.*

Include these Gradable Items in Grade Center Calculations  **Yes**  No  
*Select no to exclude the Grade Center columns for these items from calculations.*

Email Notifications   
*Provide a comma-separated list of emails to notify recipients when a new gradable item is added to the Blackboard Grade Center and a link is added to the default destination folder.*

Category  Use categories defined in the Pearson's MyLab and Mastering course  
*NOTE: Selecting this option will create categories from Pearson's MyLab and Mastering in your course if they do not already exist.*

Use existing category available in Blackboard course

**3. Submit**

*Click Submit to proceed. Click Cancel to quit.*

15. "Automatically Assign Gradable Items to the Default Folder Location": **ON**

16. "Include these Gradable Items in Grade Center Calculations": **YES**

17. Email Notifications: you might want to fill in your email address so that you get a notification whenever a new grade column is created in your gradebook. You can return here and remove your email address at a later point if you wish.
18. After you have made these selections, click **Submit**.

You have completed the key processes in the grade sync setup process. From here on you shouldn't need to return to this page unless you want to enter (or remove) your email address in the Email Notifications area.

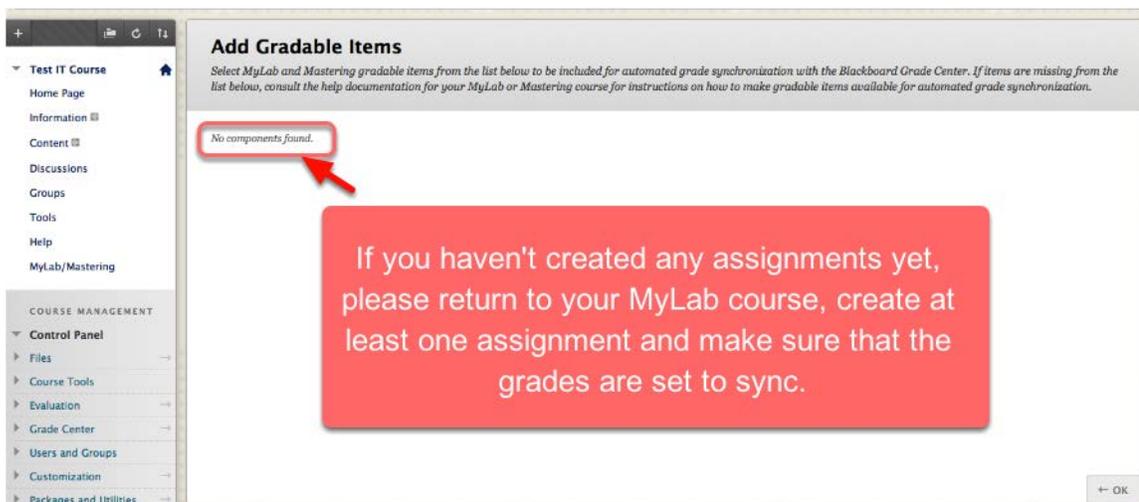
The next part of the grade sync process is to go to the **Set Up Grade Synchronization Settings** area. You may return to this area several times throughout your course to indicate to the system exactly which grades you want sync'd with your Blackboard gradebook.

## Section 5: Setting Up Grade Synchronization

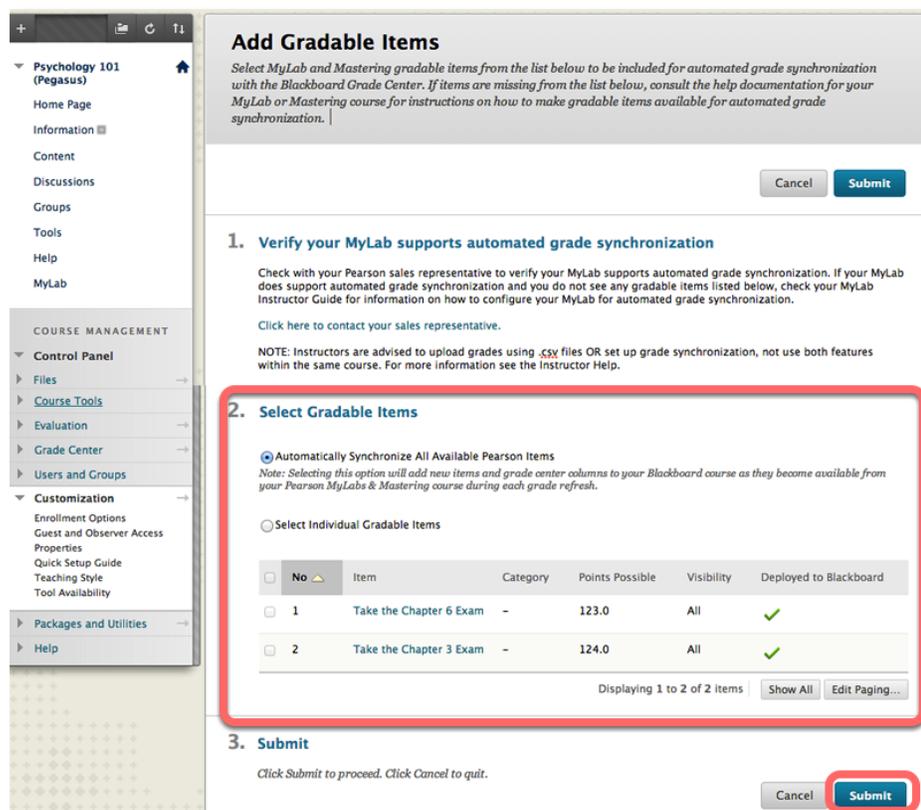
Your goal in this part of the sync process:

9. Return to the Pearson Building Block and then to **Manage Pearson MyLab and Mastering Grades**. Click the first link in the upper left, **Set Up Grade Synchronization**, as shown below:

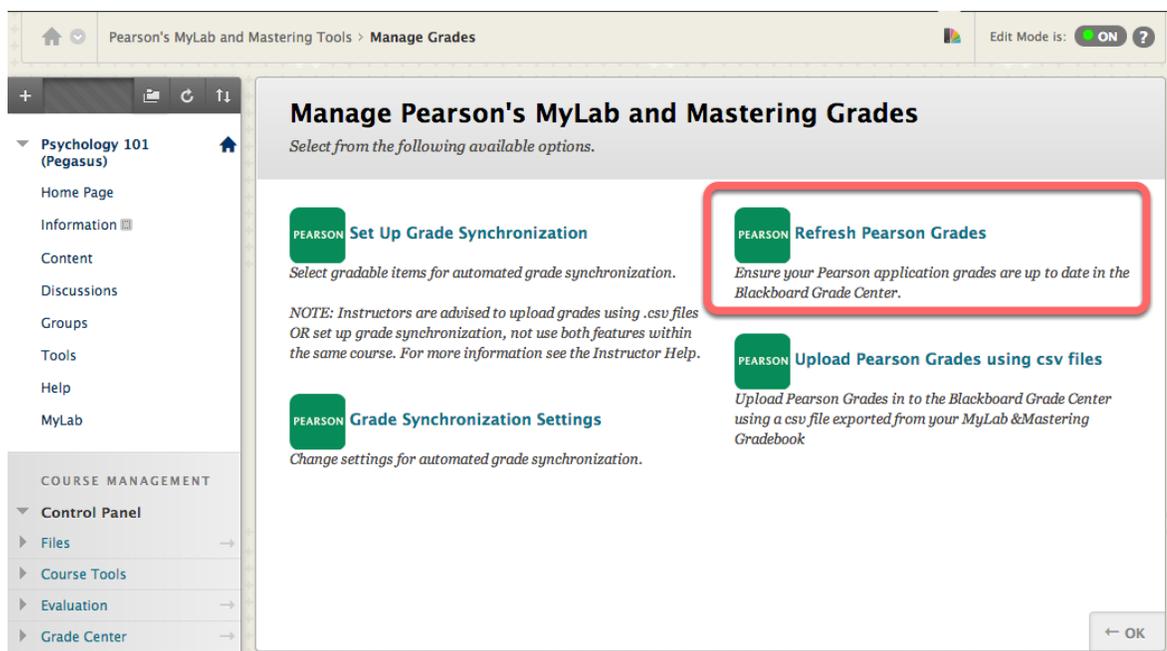
10. If you see the **No Components Found** message on The **Add Gradable Items** page, it means that: a) you have yet not set up an assignment for your students in Mastering or b) you recently set up an assignment, but the system has not yet received any information that the assignment exists.



11. If you receive the **No components found** error, please return to this part of the sync setup process at a later time. You could also speak with your campus Blackboard administrator to ask how often the Pearson Building Block has been set up to check for new assignments available to sync.
12. When items from Mastering appear on the **Gradable Items** page, you are ready to choose which ones you wish to sync with your Blackboard gradebook. You can choose all or only some of the items from Mastering.



13. After you have made your selections, click **Submit**.
14. This process will send these assignments to your Blackboard gradebook. If the assignment is new, then a new column will be created. If the assignment has previously been sync'd, then the column previously created will be updated with any new grades.
15. You may choose to do a "forced refresh" of the grades by clicking the **Refresh Pearson Grades** link.



16. On this page you may see some assignments listed. Choose the ones you want to force a refresh of, and click **Submit**.

**Refresh Pearson Grades**

Grade center information will be refreshed for the Pearson Gradable items in the list below, based on the most current results in the Pearson applications. By default, grades will be refreshed for all Pearson gradable items that are available in the Blackboard Content area. To refresh grades for particular content only, please choose 'Select content' option below and select the appropriate content.

Cancel Submit

**1. Select Gradable Content**

All Gradable Items  Select Gradable Items

<input type="checkbox"/>	No ▲	Title	Category	Points Possible	Due Date
<input type="checkbox"/>	1	Take the Chapter 3 Exam	-	124.0	01/10/2014
<input type="checkbox"/>	2	Take the Chapter 6 Exam	-	123.0	01/31/2014

Displaying 1 to 2 of 2 Items | Show All Edit Paging...

**2. Submit**

Click Submit to proceed. Click Cancel to quit.

Cancel Submit

## Section 6: Viewing Your Newly Sync'd Grades

3. To see the newly sync'd grades, go to the **Full Grade Center** in Blackboard:

Home Page

Psychology 101 (Pegasus)

Home Page

Information

Content

Discussions

Groups

Tools

Help

MyLab

COURSE MANAGEMENT

Control Panel

Files

Course Tools

Evaluation

Grade Center

Full Grade Center

Assignments

Tests

Home Page

Add Course Module

My Announcements

No Course Announcements

My Tasks

My Tasks:

No

What's New

No

4. You may need to drag over to the right to see the new columns that were created by the sync process.

**Grade Center : Full Grade Center**

*When screen reader mode is on the table is static, and grades may be entered on the Grade Details page, accessed by selecting the table cell for the grade. When screen reader mode is off, grades can be typed directly into the cells on the Grade Center page. To enter a grade: click the cell, type the grade value, and press the Enter key to submit. Use the arrow keys or the tab key to navigate through the Grade Center. [More Help](#)*

Create Column Create Calculated Column Manage Reports Filter Work Offline

Move To Top Email Sort Columns By: Layout Position Order: Ascending

Last Name	First Name	Take the Chap	Take the Chap	Take the Chap	Weighted Totz	Total
Jones	Laura	--	10.00	7.00	--	17.00
Smith	Jessica	--	--	--	--	--
Valentine	Sylvia	7.00	7.00	5.00	--	19.00

Selected Rows: 0

Move To Top Email

These grades were sent over from the Pearson MyLab.

5. This completes the instructions on the grade sync process.

# BREAKTHROUGH

Together

## MODULE 5: GRADE TRANSFER AND GRADE SYNC FOR PEGASUS-BASED MYLABS

### LESSON 3: TROUBLESHOOTING THE GRADE SYNC AND TRANSFER PROCESS

**Q1: I'm still getting the "no components found" error.**

This error indicates that the system can't find any assignments from MyLab that are set to sync with Blackboard. Make sure that you have dated assignments set up in your MyLab for your students to take. If you have these assignments set up but are still getting this message, check Q2.

**Q2: It seems to be taking a long time for grades to sync.**

Speak to your campus Blackboard administrator to find out if an automatic sync schedule has been set up for your campus. Sync schedules can be set by the admin such that the servers check anywhere from every 30 minutes to perhaps every 2 hours. They can also be set to never check for new grades (in order to reduce the load on the servers). If the admin has set the sync schedule to "never", then instructors will need to manually refresh the grades themselves as shown above every time they want to see new grades.

**Q3: How can I get help from Pearson if my Blackboard admin says that the Pearson Building Block is set up correctly?**

In order to get the fastest help possible, please use the [Send Us A Message](#) form. This will create an incident report number we can use to quickly resolve the issue.

**Q4: I have more than one column in my gradebook for the same assignment.**

Unfortunately, columns in the Blackboard gradebook cannot be deleted – but they can be hidden. We suggest that you hide one of the columns. You might also want to move these hidden columns to the end of the gradebook just to get them out of your way. If you wish, you could also ask your on-campus Blackboard admin to see if that person can delete the column(s) for you.

**Q5: How do I disable the sync process?**

Navigate to the **Grade Synchronization Settings** area of your course and click the button from On to **Off**.



Help

**Q6: When I do a grade transfer, I'm getting an "Unenrolled User" error from Blackboard.**

An "unenrolled user" is a student who is listed in the MyLab gradebook export but who is not listed as being a student in your course. This typically occurs when a student was able to gain access to your MyLab without having gone through your Blackboard course. Students who have previously used a MyLab may be familiar with the process of obtaining a Course ID from their instructor. Remember not to give students your MyLab course ID. If students get your course ID and then go to: [www.PearsonMyLab.com](http://www.PearsonMyLab.com) they could register and gain access to your MyLab and begin doing any tests you may have created there.

If students log in through the Pearson site and not through your Blackboard course then Blackboard will not know who they are and will not be able to add their grades from the MyLab to the Blackboard gradebook.

**How to fix this?**

Students who are "unenrolled" need to go into your Blackboard course and click a link such as the **All Assignments** link. Clicking the Course Home link will NOT resolve this issue. After clicking **All Assignments**, students will be asked to log into their Pearson account. After this is done, the Blackboard system will be able to recognize the student on the next grade import and "unenrolled user" will not appear.

**Q7: I want to create a create a new column in my gradebook by combining several assignments – should I do that in MyLab and Mastering or in Blackboard?**

"Calculated columns" will not at this time sync with Blackboard. We recommend that you create such grade columns in your Blackboard gradebook

# BREAKTHROUGH

Together

## MODULE 6: GRADE TRANSFER FOR NATIVE-BASED MYLABS

### LESSON 1: HOW TO TRANSFER GRADES TO BLACKBOARD

1. Go into your MyLab gradebook. You can enter your MyLab gradebook starting from your Blackboard course or by logging in at the pearsonmylab.com site.
2. Follow these steps to export your MyLab grades: Go into your **Gradebook**>**click the Export Gradebook button**>choose **Blackboard-MyLab & Mastering.csv**.
3. Download the .csv file to your computer.
4. The image below may be helpful:



How Do It?  
Videos



5. You can now close your MyLab if you wish.
6. With the.csv file ready to upload, return to your Blackboard course and navigate to the **Full Grade Center**.



7. In the Full Grade Center, click the **Manage** tab and then select **Upload Pearson's MyLab & Mastering Grades**.

**Grade Center : Full Grade Center** ▾

When screen reader mode is on the table is static, and grades may be entered on the Grade Details page, accessed by selecting the table cell for the grade. When screen reader mode is off, grades can be typed directly into the cells on the Grade Center page. To enter a grade: click the cell, type the grade value, and press the Enter key to submit. Use the arrow keys or the tab key to navigate through the Grade Center. [More Help](#)

Create Column    Create Calculated Column ▾    **Manage** ▾ 1    ts ▾

Grading Periods    Filter    Work Offline ▾

Grading Schemas

Grading Color Codes

Categories

Smart Views

Column Organization

Row Visibility

Send Email

**Upload Pearson's MyLab / Mastering Grades** 2

Order: ▲ Ascending ▾

Saved: June 13, 2013 10:32 AM

Availability

Last Name	First Name	Username	Availability
<input type="checkbox"/> Black	Sally	sblack	Available
<input type="checkbox"/> Jones	Mary	mjones	Available
<input type="checkbox"/> Smith	John	jsmith	Available

Selected Rows: 0

Icon Legend

Edit Rows Displayed

8. On the next screen, click the **Browse My Computer** button and select the file you downloaded from your MyLab. Click the **Submit** button.

### Upload Pearson's MyLab / Mastering Grades

Upload a CSV file exported from your MyLab / Mastering Gradebook to your Grade Center. To export a CSV file from MyLab / Mastering, export in Blackboard-MyLab / Mastering format from your MyLab / Mastering Gradebook.  
**NOTE:** When overriding uploaded MyLab / Mastering student grades, always use the Manually Override tab.

Cancel Submit

**1. Upload Pearson's MyLab / Mastering Grades**

Attach File Browse My Computer Browse Course

9. On the next screen, you can choose all or only some of the grades from your MyLab to import to Blackboard.

### Upload Grade Confirmation

Even if you exported a MyLab/Mastering file containing all your student's grades on all your tests, you can choose only those you want to import at this time.

Cancel Submit

the Grade Center. When an assignment matches a column in your Grade Center, the MyLab / Mastering scores will be uploaded to the associated column. If an assignment does not match an existing Grade Center column, use the dropdown list to associate the assignment with a column or create a new column in the Grade Center. [More Help](#)

<input checked="" type="checkbox"/>	MyLab / Mastering Assignment	Match	Grade Center Column
<input checked="" type="checkbox"/>	Take the Chapter 2 Exam		Create New Grade Center Column ▾
<input checked="" type="checkbox"/>	Chapter 2 PreTest-Pre Test		Create New Grade Center Column ▾
<input checked="" type="checkbox"/>	Chapter 2 PostTest-Post Test		Create New Grade Center Column ▾

Displaying 1 to 3 of 3 items Show All Edit Paging...

10. Blackboard will create new columns in your Blackboard gradebook to contain any new assignments and it will simply update any existing Mastering columns with new grades if there are any.
11. Your grades have been transferred from Mastering to Blackboard:

Successfully completed Grade Upload. 1 Grade Center column(s) created and 2 Grade Center entry(ies) updated. Results for unenrolled users in this export file have not been uploaded to the Grade Center.

## Grade Center : Full Grade Center

When screen reader mo... selecting the table cell fo... Grade Center page. To e... arrow keys or the tab k... the Grade Details page, accessed by... typed directly into the cells on the... s the Enter key to submit. Use the

Your MyLab/Mastering grades have been transferred to Blackboard!

Create Column C...rts

Filter Work Offline

Move To Top Email

Sort Columns By: Layout Position Order: ▲Ascending

Grade Information Bar Last Saved: June 13, 2013 4:13 PM

<input type="checkbox"/>	Last Name	First Name	Username	Student ID	Last Access	Availability
<input type="checkbox"/>	Black	Sally	sblack		June 13, 2013	Available
<input type="checkbox"/>	Jones	Mary	mjones		June 13, 2013	Available
<input type="checkbox"/>	Smith	John	jsmith		June 13, 2013	Available

Selected Rows: 0

If the transfer process does not go as shown here, check lesson 2 in this section on **troubleshooting**.

# BREAKTHROUGH

Together

## MODULE 6: GRADE TRANSFER FOR NATIVE-BASED MYLABS

### LESSON 2: TROUBLESHOOTING THE GRADE TRANSFER PROCESS

**Q1: When I do a grade transfer, I'm getting a message an "Unenrolled User" error from Blackboard.**

An "unenrolled user" is a student who is listed in the MyLab gradebook export but who is not listed as being a student in your course. This typically occurs when a student was able to gain access to your MyLab without having gone through your Blackboard course. Students who have previously used a MyLab may be familiar with the process of obtaining a Course ID from their instructor. **Remember not to give students your MyLab course ID.** If students get your course ID and then go to: [www.PearsonMyLab.com](http://www.PearsonMyLab.com) they could register and gain access to your MyLab and begin doing any tests you may have created there.



If students log in through the Pearson site and not through your Blackboard course then Blackboard will not know who they are and will not be able to add their grades from the MyLab to the Blackboard gradebook.

#### How to fix this?

What you need to do is to find the Blackboard Student ID for each of these "unenrolled students" and add it to the .csv file that was exported from the MyLab. Once each student has a Blackboard Student ID in this .csv file, the file can successfully be uploaded to your Blackboard gradebook.

#### The steps for finding a student's Blackboard student ID are:

1. In your Blackboard course, navigate into the Pearson MyLab & Mastering Building Block area.
2. Scroll down to the **Support Tools** section.
3. Click the **Roster Information** link.
4. On the next page you'll see a list of all the students in your Blackboard course and their Blackboard Student IDs:

**Blackboard and Pearson's MyLab and Mastering Roster**

*This course roster maps students' Blackboard usernames with the account names in the associated Pearson's MyLab and Mastering course. Students whose Blackboard usernames are not associated with a MyLab and Mastering account need to access MyLab and Mastering from within their Blackboard course and follow the on-screen instructions.*

Username	Firstname	Lastname	Pearson's MyLab and Mastering Account	Bb Student ID	Role
	Michael	Britt		e894235204fe1f352b62c37ce1ebf20f5d72e41fb99ca4b7	

Displaying 1 to 1 of 1 items

5. Select and copy this number.
6. Open the .csv file you exported from the MyLab in Excel.
7. In this spreadsheet you'll find a column entitled **Blackboard Student ID**. Find the student(s) for whom this cell is blank and paste in their Blackboard student ID.
8. Do this for every student who has a blank cell for Blackboard Student ID.
9. Save this Excel file. You can now successfully import it into your Blackboard grade book.

We recommend that you keep this saved Excel file for future use. Every time you conduct a grade export from your MyLab, you should open the new file and this older Excel file. Copy the column with all the Blackboard Student IDs and paste it into the newly exported grade file, making sure, of course, that the students are in the same order as the previous export so that the IDs line up with the correct student.

# BREAKTHROUGH

Together

## MODULE 7: CREATING COORDINATOR AND MEMBER COURSES

XL

-MyLabs allow for situations where you want to have a course coordinator create a “master” (or “shell”) course that other instructors/adjuncts make copies of and use in their classes.

Course coordinators can make changes to these master courses prior to them being copied, and the instructors who copy them will “inherit” these modified MyLabs.

Essentially, the process is this:

### The coordinator does the following:

1. Creates a new MyLab course in the Pearson portal: [www.pearsonmylab.com](http://www.pearsonmylab.com)
2. During the creation of this course, the coordinator makes sure the new course is **available for copy**.
3. In XL labs, the coordinator changes one setting to make this a coordinator course.
4. The coordinator can then customize this master course if desired.
5. The coordinator copies down the **course ID** and gives it to the other instructors (**but NEVER gives the course ID to students**).

### The instructors who are going to use this master/coordinator course:

1. Go into their Blackboard course and go to the Pearson Building Block.
2. On the **Select MyLab & Mastering** page, instructors click the “**Or copy from another instructor**” text link.
3. Instructors **enter the course ID of the master course**.
4. These instructors also **DO NOT give out the course ID** to their students.

Coordinators have the ability to enter and view each member course and to look at the grades of all students enrolled in one of their member courses.

# BREAK THROUGH

Together

## MODULE 7: CREATING COORDINATOR AND MEMBER COURSES

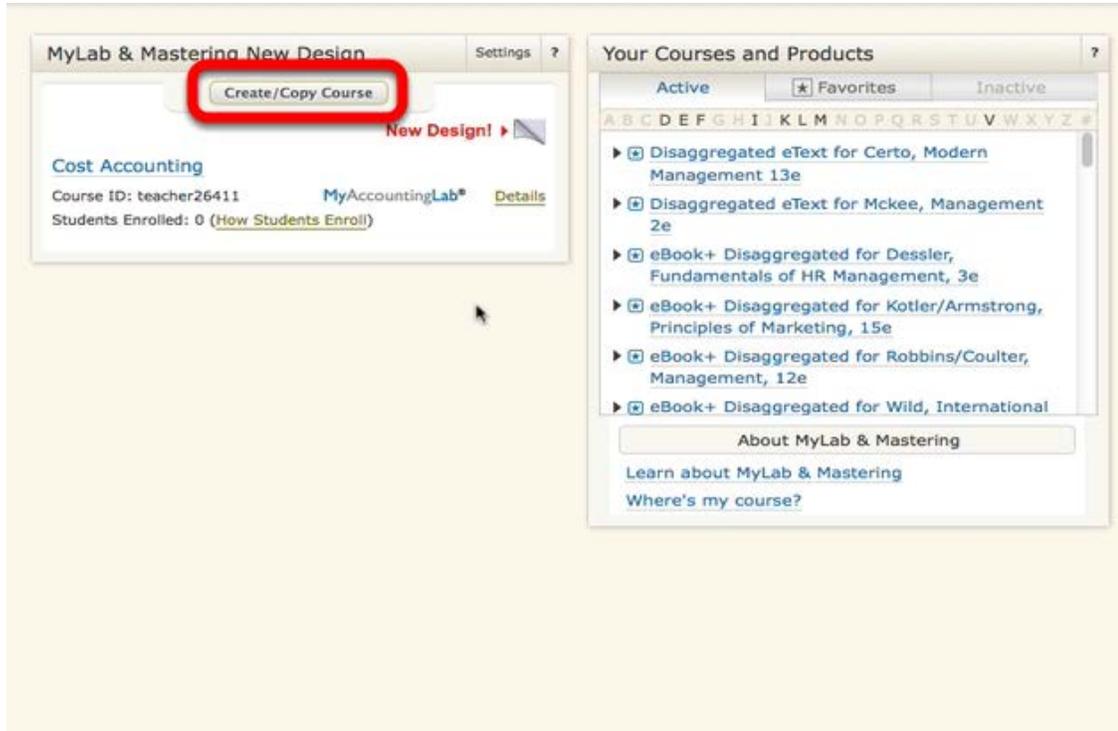
### Section A: Creating the Coordinator Course

1. Begin the process of creating a coordinator course NOT in Blackboard, but rather by going to [www.pearsonmylab.com](http://www.pearsonmylab.com) and logging in with your instructor credentials.



Help

2. On your MyLab & Mastering homepage, click the **Create/Copy Course** button (the example below contains only one previous course – your account may contain no courses or perhaps many).



3. Create the course you will soon modify to be your coordinator course by searching for the course materials you wish to use.



4.

**Select Course Materials** Help ?

Showing 1-44 out of 44 search results

horngren

Sort results by: Title

**Cost Accounting, Sixth Canadian Edition** New Design! ▶

Horngren, Charles T. | Datar, Srikant M. | Foster, George | Rajan, Madhav | Ittner, Christopher D. | Gowing, Maureen P. | Janz, Steve

Textbook ISBN-10: 0132893533  
Textbook ISBN-13: 9780132893534  
Publisher: Pearson Canada

MyAccountingLab course in New Design for  
Horngren/Datar/Foster/Rajan/Ittner/Gowing/Janz:

Contents: Tests eBook Resources Media

MvAccountingLab®

5. On the next screen, in addition to creating a name and start and end dates, two things are very important: a) **leave the Course Start Date set to today**, and b) make sure to check the circle next to **Make Available for Copy**.

**Course Information** ( \* Required Field )

\* **Course Name:**  (128 characters remaining) ⓘ

**Description:**  (512 characters remaining) ⓘ

**Course Type**

For Student Enrollment:  ⓘ

For Instructor Use Only:

**Course Enrollment Dates**

\* **Enrollment Start Date:**  ⓘ

\* **Enrollment End Date:**  ⓘ

**Course Duration**

\* **Course Start Date:**  ⓘ

\* **Course End Date:**  ⓘ

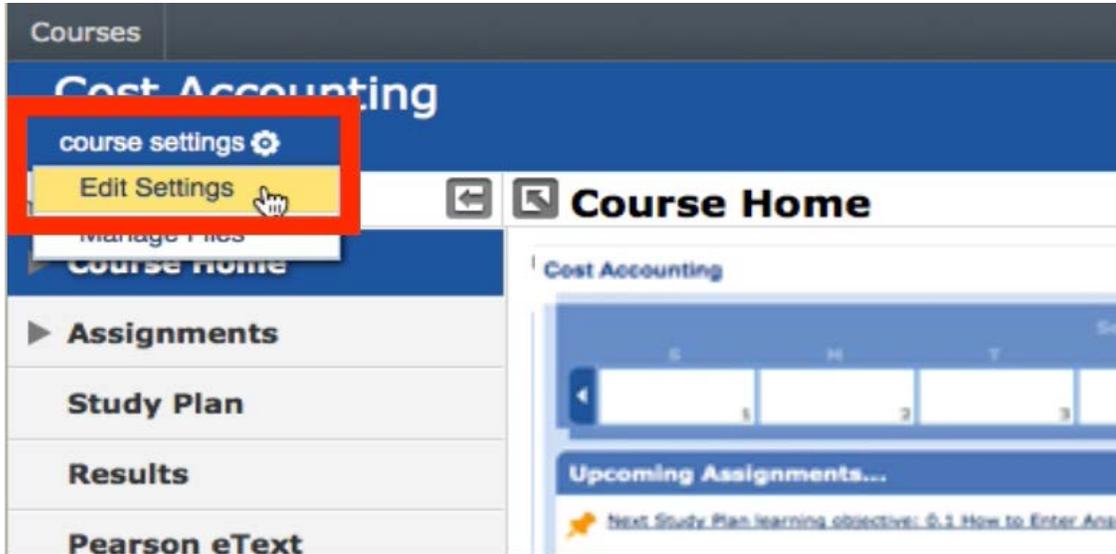
**Make Available For Other Instructors To Copy**

Available For Copy: ⓘ

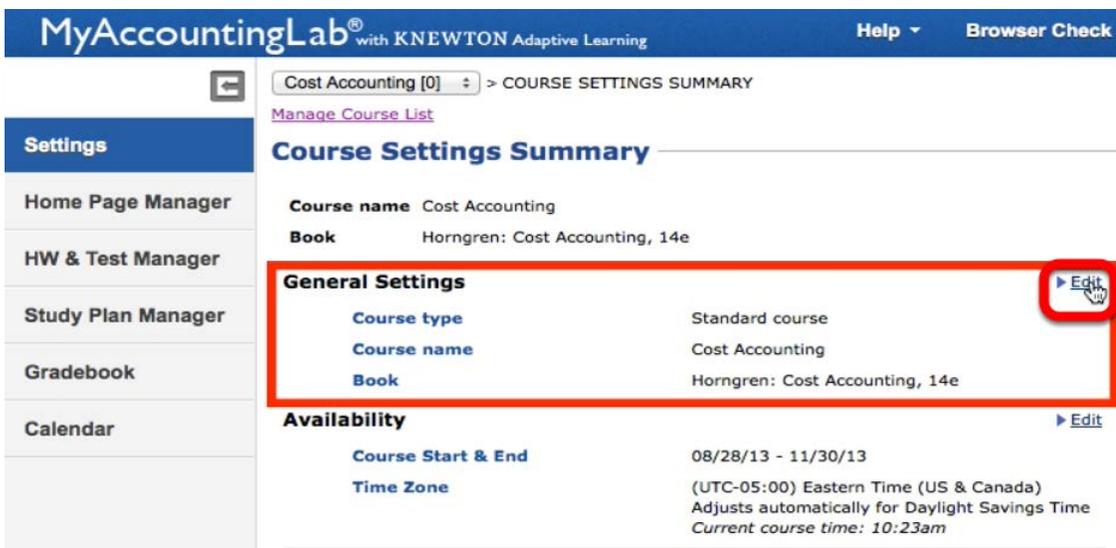
Unavailable For Copy:

**IMPORTANT:** make sure this is today's date no matter when the course(s) will begin.

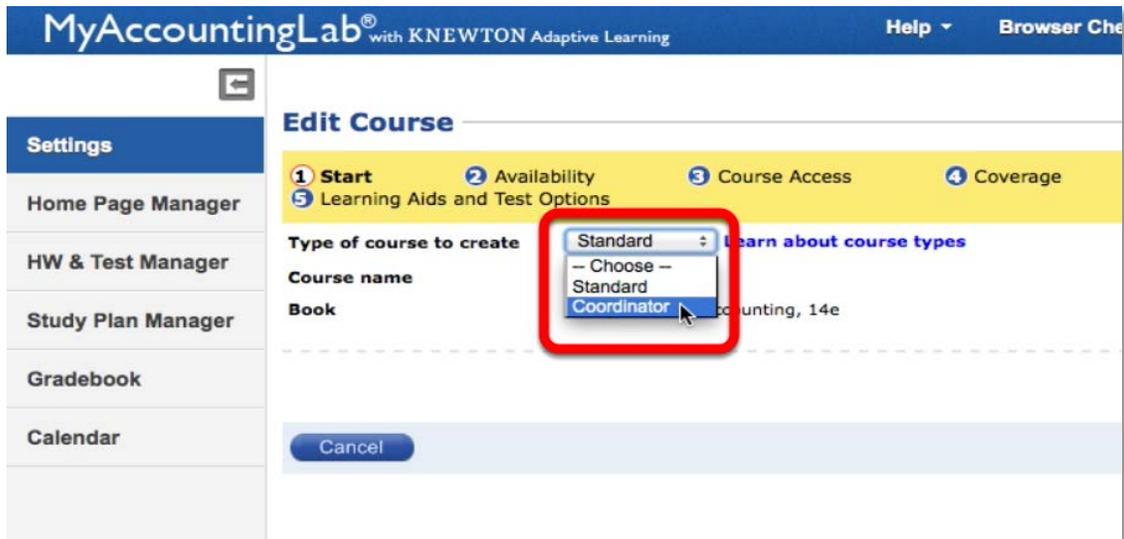
6. After clicking the **Create Course Now** button, you will be told that the new course is being created and you will receive an email when it is ready for you.
7. When the course is created, click the course name and go into the new course. You'll now set it up so that it is designated in our system as a coordinator course.
8. From the new MyLab homepage, click the **Course Settings** text link (this link might also say **Edit MML Settings**):



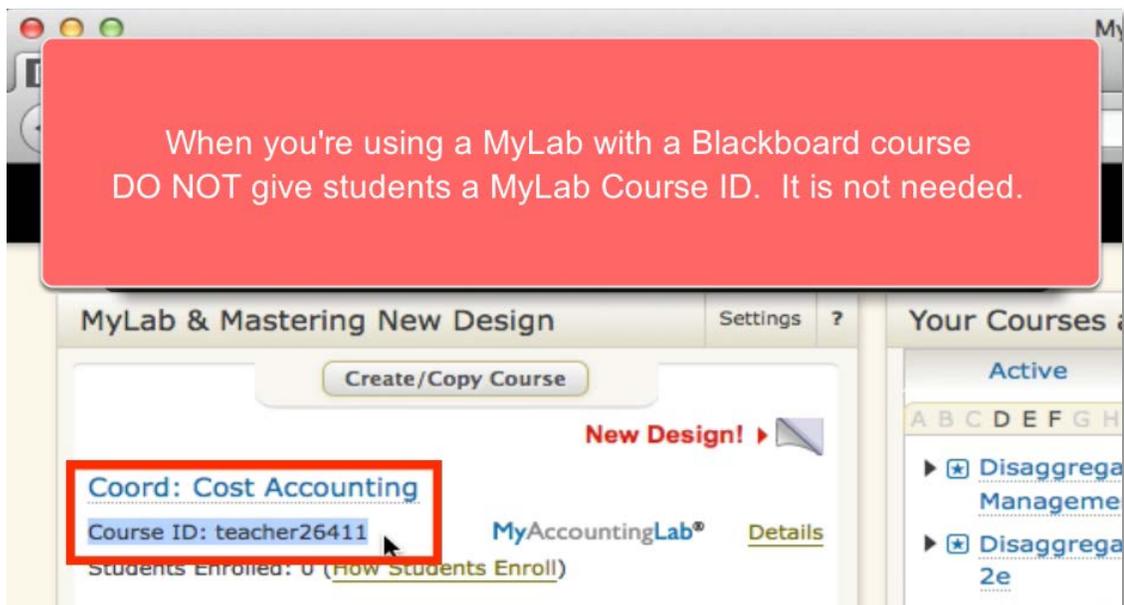
9. In the pop-up box, click the **Edit** link in the **General Settings** area:



10. Click the drop-down list to the right of **Type of Course to Create** and select **Coordinator**:

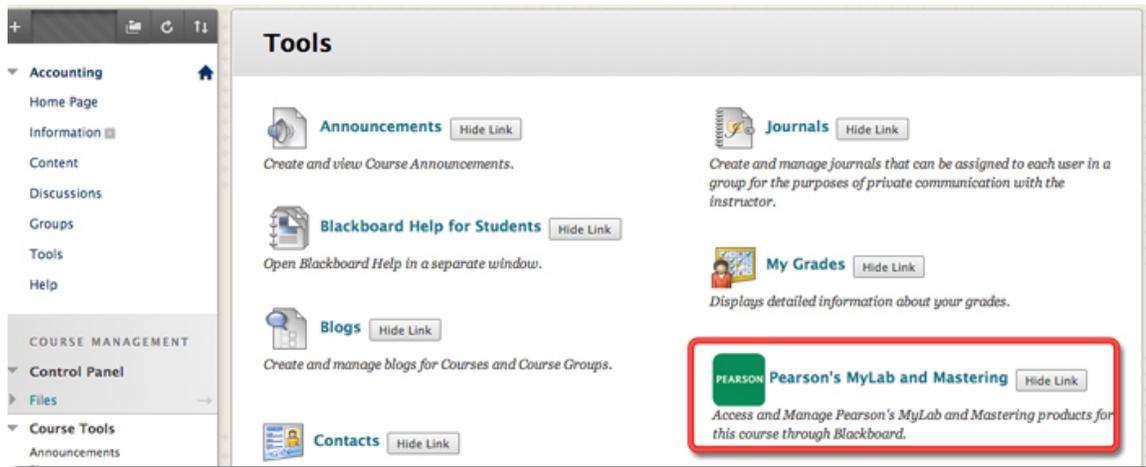


11. You may now make any modifications to this course that you wish. These modifications will appear in the member courses.
12. You need to **copy or write down the course ID** to **give to the instructors** who will be copying this course (not to be given to students):



## Section 2: How You and Other Instructors Can Use the Coordinator Course ID to Create Member Courses

1. Instructors begin by logging into their Blackboard course and going to the **Pearson MyLab and Mastering** link:



2. These instructors should follow the linking to Pearson and the course creation process in much the same way that any course is created through Blackboard. The privacy policy is accepted (this appears only if this is the first time this instructor has connected a Blackboard course to a MyLab)...

I consent to this storage and/or access.

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

**Pearson Privacy Statement**

**Pearson Privacy Statement**

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

Information considered by Pearson to be Personally Identifiable Information ("PII") is: your full name, address,

**Pearson End-User License Agreement and Privacy Policy**

**End-User License Agreement and Privacy Policy**

Last Revision Posted: 15 June 2012

These terms constitute an agreement between You and Pearson Education, Inc, and its direct and indirect affiliates ("Pearson"). By accessing or using the website and/or service with which these terms are associated, You acknowledge that You have read and accepted the terms of this Agreement. If You do not agree to abide by the terms and conditions of this Agreement, please do not register for or otherwise access or use this Website.

3. ...and the instructor logs in using his/her Pearson instructor account.

**PEARSON**

Register

**Sign In with Your Pearson Account**

Your account gives you access to your Pearson online courses and products.

Username

Password

[Forgot your username or password?](#)

**Create a Pearson Account**

If you don't already have an account, create one.

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

4. On the **Select MyLab & Mastering** page, the instructor clicks on the text link that says **Or copy from another instructor**:

5. On the next page the instructor types in the course ID he/she received from the coordinator:

6. A new member course is created. Instructors should a) give the new course their own name, b) **leave the start date set to today**, and c) leave the option to copy the course at **No**.

PEARSON ALWAYS LEARNING

## Enter MyLab & Mastering Information

Help

**Coord:** Cost Accounting  
Course ID: teacher26411  
 Start Date: Aug 28, 2013  
 End Date: Nov 30, 2013

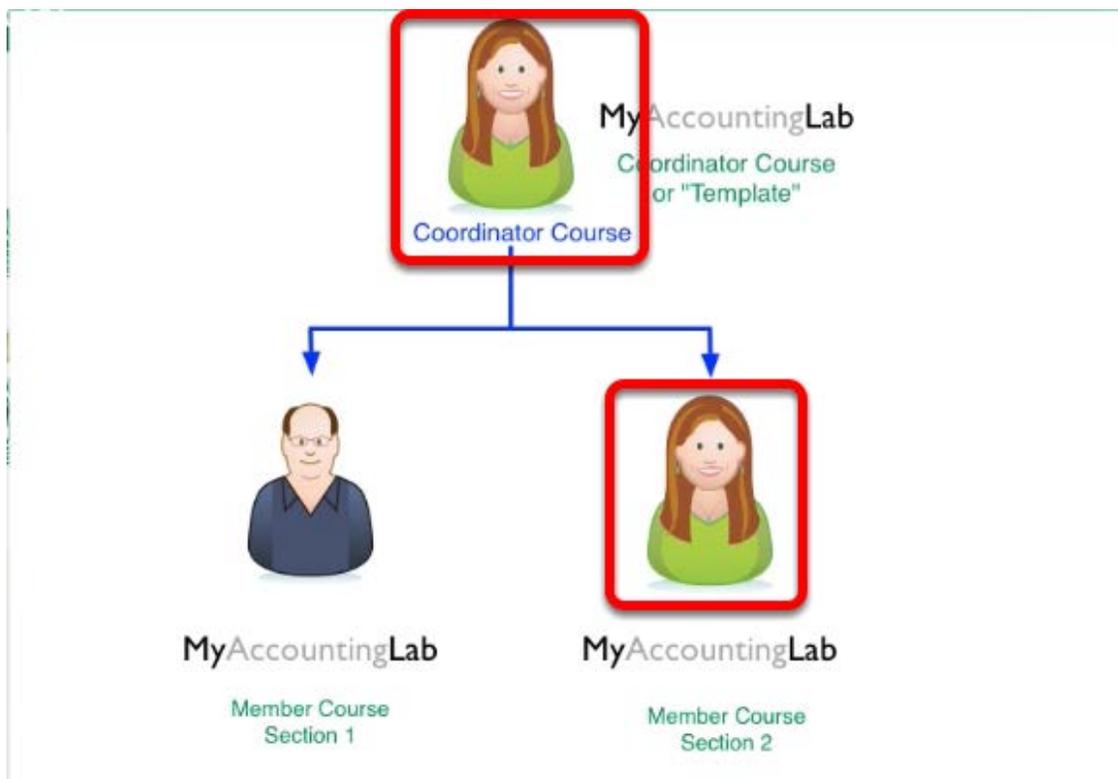
What would you like to title your MyLab & Mastering course?

What are your course dates?  
 to

Do you want to allow other instructors to copy your MyLab & Mastering course?  
 Yes  No

MyLab will insert the letters "Coordinator" as a reminder that this course is a copy of a Coordinator course.

7. That's it! There are a few more things to know.
8. Coordinators can create a member course from their coordinator course that they themselves can use:



9. To do this, coordinators can use either the course ID as other instructors do, or simply select the coordinator course from their list of MyLab courses:



Select MyLab & Mastering

Help

### Copy Existing MyLab & Mastering

Select from your courses GO

Select from your courses  
Cost Accounting (teacher26411)

Or

### Search

Author, Title, ISBN, or Discipline GO

10. From their MyLab homepage list of courses, coordinator courses will be designated with the letters "Coord" in front of the title the coordinator gave the course, and a link icon with the words **Linked Course Materials** will appear:

**PEARSON**

MyLab & Mastering New Design Settings ?

[Create/Copy Course](#)

**New Design!**

**Coord: Cost Accounting**

Course ID: teacher26411  
Students Enrolled: 0 ([How Stu](#))

**Accounting Tues/Thurs**

Course ID: teacher67476 **MyAccountingLab®** [Details](#)

Students Enrolled: 0 ([How Students Enroll](#))

[Linked Course Materials](#)

The Member Course the Coordinator created for her own use.

11. Coordinators can see the gradebooks for all member courses either by going into those courses, or by simply going into their master course, then into the gradebook area and clicking the drop-down list at the top of the page:

The screenshot shows the 'Cost Accounting' course settings page. The 'Gradebook' section is highlighted with a red box. The dropdown menu for the gradebook is open, showing the following options:

- Coord: Cost Accounting [0]
- Member: Accounting Mon/Wed [0] - Teacher
- Member: Accounting Tues/Thurs [0] - Teacher

The page also includes a sidebar with navigation options: Course Home, Assignments, Study Plan, Results, Pearson eText, Document Sharing, Multimedia Library, Chapter Resources, and Communication Tools. The main content area includes 'Export Data', 'Manage Incompletes', and 'Change Weights' buttons, and a 'Gradebook Views' section with options for 'All Assignments', 'Overview By Student', and 'Study Plan'.

12. And that's all you need to do to create coordinator and member courses.

# BREAKTHROUGH

Together

## MODULE 8: TIPS TO ASSURE YOUR INTEGRATION IS A SUCCESS

### LESSON 1: INTEGRATED COURSES: NO COURSE IDS USED

**Do Not Give Your Students a Course ID:** if you have previously used a Pearson MyLab or Mastering product as a standalone product, then part of the student enrollment process involves sending the students the courses ID. This is not done for integrated MyLab courses.

Students who have taken a Pearson MyLab & Mastering course in the past may be familiar with the need for a course ID and may ask you for one. Tell them that it is not needed and that they are to go to your Blackboard course, click the link you have made available to them to enter your MyLab, and follow the onscreen directions to register and gain access to the lab.

Students only need the following to register for your MyLab:

1. **A Pearson student ID:** if students have ever created a Pearson student id in the past, they should be ready to log in with that ID. If they don't have it, then they should use the "Forgot your username or password?" tool. If they have never created a Pearson student ID, then they can create one at the beginning of the registration process.
2. **An Access Code or Payment Method:** after logging in (or creating a new Pearson student ID), students will be asked to pay for access to the MyLab using either an access code they typically buy in the bookstore, or through the use of a credit card or PayPal account.
3. **Temporary Access:** students can get 14-day temporary access to your MyLab and then pay for access at a later time.

# BREAKTHROUGH

Together

## MODULE 8: TIPS TO ASSURE YOUR INTEGRATION IS A SUCCESS

### LESSON 2: THE DIAGNOSTICS REPORT & 24/7 SUPPORT

If you ever need to contact Pearson support: <http://247pearsoned.custhelp.com> you may be asked to provide us with your Diagnostics report. This little bit of information can help us to more quickly resolve your issue.

Here's how to find your Diagnostics report:

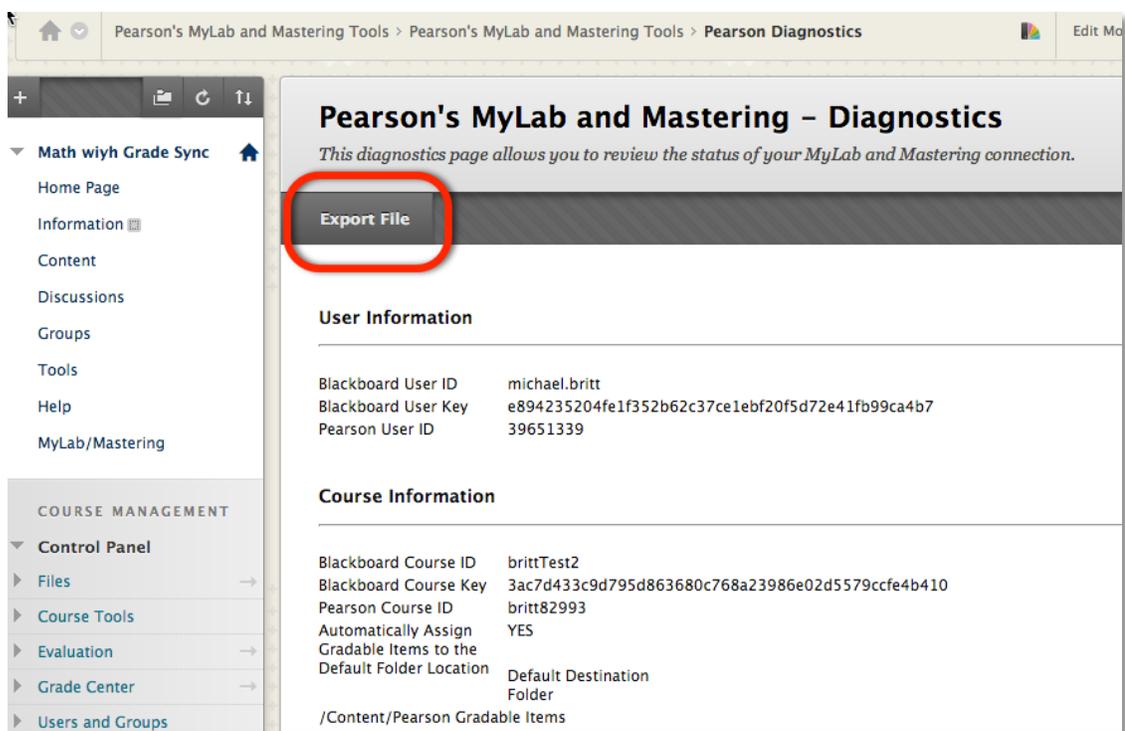
1. Go into your Blackboard course.
2. Navigate to the Pearson Building Block and click it:

The screenshot displays the Blackboard course interface. On the left is a navigation menu with 'Control Panel' expanded to show 'Files', 'Course Tools', 'Evaluation', 'Grade Center', 'Users and Groups', 'Customization', 'Packages and Utilities', and 'Help'. The main content area features several building blocks: 'Announcements', 'Blackboard Help for Students', 'Blogs', 'Calendar', 'Collaboration', and 'Contacts'. On the right side, there are 'Journals', 'My Grades', 'Pearson Direct', 'Pearson Direct LTI Scripted Links Updater', and 'Pearson's MyLab / Mastering'. The 'Pearson's MyLab / Mastering' building block is highlighted with a red rectangular box. Each building block includes a 'Hide Link' button.

3. On the next page you'll see the links to your MyLab:

4. Scroll down to the bottom of this page and click the **Diagnostics** link:

5. On the next page, click the **Export File** button if you have one. This will download a .txt file to your computer. Send this or have it ready when you contact support.



The screenshot shows the 'Pearson's MyLab and Mastering - Diagnostics' page. The page title is 'Pearson's MyLab and Mastering - Diagnostics' and the subtitle is 'This diagnostics page allows you to review the status of your MyLab and Mastering connection.' A red circle highlights the 'Export File' button. The page is divided into two main sections: 'User Information' and 'Course Information'.

User Information	
Blackboard User ID	michael.britt
Blackboard User Key	e894235204fe1f352b62c37ce1ebf20f5d72e41fb99ca4b7
Pearson User ID	39651339

Course Information	
Blackboard Course ID	brittTest2
Blackboard Course Key	3ac7d433c9d795d863680c768a23986e02d5579ccfe4b410
Pearson Course ID	britt82993
Automatically Assign Gradable Items to the Default Folder Location	YES
Default Folder Location	Default Destination Folder
/Content/Pearson Gradable Items	

6. If you don't have the Export File button, just drag your mouse across all the information on this page and copy that text into an email or support ticket.

# BREAKTHROUGH

Together

## MODULE 8: TIPS TO ASSURE YOUR INTEGRATION IS A SUCCESS

### LESSON 3: ADDITIONAL SUPPORT RESOURCES

**Our Troubleshooting Page:** click the question mark to go to the Troubleshooting page, which contains frequently asked questions about various aspects of the integration process.

**Educator Support Page:** The most up-to-date list of educator support resources can be found on our “Use with Your Local LMS” educator support page. You’ll find:

- Links to our **live online webinar** training that covers many of the same topics that are in this guide
- A link to our **YouTube video playlist**
- A **Getting Started PDF guide** for your students

Click below to visit this page.



The screenshot shows the Pearson MyLab & Mastering website interface. At the top, there is a black header with the word 'PEARSON' in white. Below this is a white navigation bar with 'MyLab & Mastering' in green. A secondary navigation bar contains links for 'EDUCATORS', 'Results', 'Features', 'Community', 'Support' (which is highlighted in a dark grey box), 'News', 'Events', and 'About Break Through' with an external link icon. The main content area features the heading 'Educator Support' in a large, bold, dark grey font, followed by the sub-heading 'Use with Your Local LMS'. Below this, it says 'MyLab & Mastering for Blackboard Learn' and provides a brief description: 'Pearson's MyLab & Mastering for Blackboard Learn delivers a robust course experience for you and your students.'