MyLab & Mastering
Instructor Quick Start Guide

Contents

About MyLab & Mastering

MyLab & Mastering courses deliver a robust, flexible, and intuitive user experience and provide the best teaching and learning experience possible.

Your students will experience:

- A breadth and depth of course content that you can easily arrange to create a unique learning experience for each course.

- An integrated course where the resources students access appear right in the course content pane.

- Effective communication tools.

As an instructor, you'll experience:

- An elegant and intuitive approach to customizing your courses, and a flexible course menu that lets you add, edit, or rearrange menu items at any level in your course structure.

- Ease in developing new content and uploading existing content to your courses. Add documents, HTML, videos, and images within content pages or as menu items in your course menu. Add links to resources you have uploaded and external websites, and use the content editor to tailor each component of your course to meet your students' needs.

Using the MyLab & Modified Mastering course list, you can:

- Create your course by selecting course materials based on discipline or publisher.

- Update your course information.

- Copy an existing course.

Once your new course appears in the course list, you select the course name to open it.

As you work with your course, you have access to an extensive set of tools to manage your students' learning experience.

Get started

To gain access for the first time and create a course, follow these steps.

Request access and obtain an instructor access code

MyLab & Mastering course materials include all the same content students see plus instructor-only content. For example, course materials often include tests and quizzes with answers. To ensure that students cannot access this material, instructors use special instructor access codes when they register.

You can obtain an instructor access code in either of two ways:

- Contact your sales representative.
- Request an access code online:
    1. Go to www.pearsonmylab.com or www.pearsonmastering.com.
    2. Select **Educator** under **Register**.
    3. If you do not have an access code select **No, I would like to request access** then follow the instructions to complete your request.

After you receive an email with a unique six-word instructor access code, register online using this code to access instructor-level course materials. Please allow four business days for Pearson to process your request.

Note: Instructor access codes are valid for a single redemption only. You cannot share an access code with anyone. Instead, encourage your colleagues to request their own access codes at no charge and with no obligation.

Register as an instructor

You need to register as an instructor only once. After you register, you have access to all MyLab & Mastering course materials and can create as many courses as you like.

To register:

1. Be sure that you have an instructor access code and a valid email address that you check regularly.
2. Go to www.pearsonmylab.com or www.pearsonmastering.com, select **Educator** under **Register**.
3. Select **Yes, I have an access code**, then follow the instructions.
4. To verify system requirements and find other support resources for your product, go to www.pearsonmylabandmastering.com/educators/support/ and choose **Select your product for training and other support info** under **Additional Support & Training**.
5. Create your course.

To access your courses, students must also register online. (For more information, see "Enable students to access your course" on page 6.)

Sign in

You sign in each time you want to access MyLab & Mastering courses.

1. To sign in, do one of the following:

    - Sign in from the confirmation page that opens when you complete registration.
    - Go to www.pearsonmylab.com or www.pearsonmastering.com and select **Sign In**.

2. Enter the username and password you created during registration.

3. Select **Sign In**.

After you sign in to your instructor account, your MyLab & Modified Mastering course list appears, including the courses you created. No courses appear in the course list the first time you sign in.

Create your first course

To create your first course:

1. Select **Create your New Course** under **MyLab & Modified Mastering**:
2. Select course materials (see "Select course materials" on page 3).
3. Enter information about the course (see "Enter course information" on page 4).

Note: Only instructors can create a course—section instructors cannot create courses.

After you create your first course, you can create a copy of a course set up by another instructor. See "Copy another instructor's course" on page 19.

Select course materials

Course materials are compilations of pre-built content that may include assessments, media, a digital version of a textbook, or other materials that complement a textbook.

To select course materials:

1. On the **Create or Copy a Course** page, search for course materials:

   ▪ Select **Search Course Materials**. Enter an author's name, textbook title, or textbook ISBN in the box, or

   ▪ Select **Browse by Discipline**. Select a discipline in the first menu, and select a publisher in the second menu or leave **All Publishers** selected.
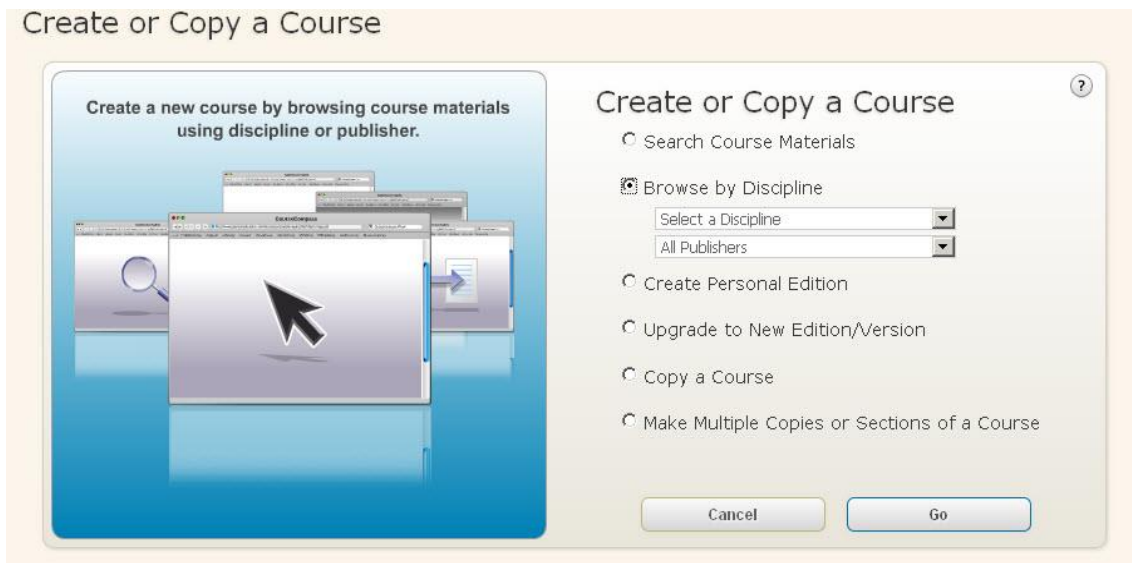
2. Select **Go**. Review the course materials that match the discipline and publisher you selected.

   Note: The course catalog may include several sets of course materials based on the same textbook, with different content options in each set. For example, the catalog may include course materials without a digital textbook as well as course materials with an eBook. Order the appropriate ISBNs for your students based on the course materials you select here. For more information, see "Enable students to access your course" on page 6.

3. Review the contents listed under the titles for the types of content included in the course material.

4. Select **Select Course Materials** next to the course materials you want to use.

Enter course information

To create or copy a course, enter course information, including course name, course description, and course dates.

To enter course information:

1. Enter the **Course Name**.

   Name your course as it appears in your syllabus.

2. (Optional) Enter a **Description** to help identify the course.

3. Select a course type:

   Note: You might not see all of the following options depending on the type of course you have selected to create or copy.

   - Select **For Student Enrollment** (or **Standard Course For Student Enrollment**) to create a single instructor-led course in which students enroll.
   - Select **For Instructor Use Only** (or **Standard Course For Instructor Use Only**) if you are not enrolling students. Customize the course as a template for creating other course copies.
   - Select **Coordinator Course For Instructor Use Only** to use the course as a template to customize and later create multiple member section courses for student enrollment.
   - Select **Member Section Course For Student Enrollment** to create a course section for student enrollment based on a coordinator course.

   If you are creating an instructor-only course, the Course Enrollment Dates section is grayed out. Skip to step 5.

4. Select Course Enrollment Dates:

   - For **Enrollment Start Date**, open the calendar by selecting the Date field or the calendar icon, then choose the month, day, and year when you want students to start enrolling in your course.
   - For **Enrollment End Date**, use the calendar to choose the month, day, and year when you want students to stop enrolling in your course. Students enrolled with temporary access can upgrade to full access after the enrollment end date.

     Tip: To reduce the likelihood of duplicate student enrollments, set the Enrollment End Date to align with your school's drop/add period, or other class start period. The Enrollment End Date can be revised for late student enrollment, if necessary.

5. Select Course Duration Dates:

   - For **Course Start Date**, use the calendar to select the month, day, and year when you plan to begin teaching the course. This is the first day students can access your course. You can't change the Course Start Date after 90 days past the date you create a Student Enrollment course, or the date you switch the course type to Student Enrollment from Instructor Use Only.
   - For **Course End Date**, use the calendar to select the month, day, and year when you want to close student access to your course. The end date takes effect early in the morning of the following day. For example, if you select June 1, 2015 as the end date, student access ends early in the morning of June 2, 2015 Eastern Time.

     Tip: Set the course end date a month or so after the last day of classes to allow students time to complete makeup work or study for final exams. Save grade data as soon as student access ends.

   Courses created for student enrollment can have a Course End Date of up to 24 months from the Course Start Date. Some course materials may offer a shorter maximum duration based on the intended use of the course. For example, a one-semester title may allow a maximum duration of 6 months.

When the course reaches its end date, it enters a 12-month course retirement phase. During this phase:

- You continue to have access to the course until you choose to delete the course or you reach the end of the retirement phase.
- You will receive several email alerts, as well as notices within your courses list, to remind you of the course delete schedule and provide you information about exporting the course gradebook to save locally according to your school's retention policy.
- If you want use a copy of the student enrollment course as a template to create future course sections, copy your course before it is deleted and select **For Instructor Use Only** as the course type.

6. Under Make Available For Other Instructors To Copy, select:

- **Available For Copy** to allow other instructors to copy your course.
- **Unavailable For Copy** if you do not want other instructors to be able to copy your course.

7. Select **Create Course Now**. (Select **Create Coordinator Course Now** if you selected coordinator course materials.)

The Confirmation - Request Received page appears.

8. On the Confirmation - Request Received page, select **print this page** for a printed record of your course ID.

The unique course ID is assigned automatically when you create your course. A course ID usually consists of your last name and five numbers, for example, **turner76278**. Course IDs appear below each course name in the MyLab & Modified Mastering course list.

A clock icon appears next to the course name in the course list until it is created. When course creation is complete you receive a confirmation email message that includes a Student Registration Handout, which includes the course ID required for student registration. You can then access your new course from the course list and send the course ID to your students. Do not send the course ID to students if course creation fails.

Do not distribute coordinator course IDs to students. Students cannot enroll in coordinator courses.

See "Access your new course" on page .

Creating a course may take as up to three hours. While you're waiting you can:

- Select **Create or Copy Another Course** to create another course.
- Select **Back to your Courses page** to continue working.
- Select **Sign Out** to exit MyLab & Mastering. You do not need to stay signed in to your account while the course is created.

Access your new course

You receive an email when your new course is ready.

To access your new course:

1. Go to www.pearsonmylab.com or www.pearsonmastering.com.
2. Select **Sign In**.
3. Enter your username and password.
4. Select **Sign In**.

Your new course appears in the MyLab & Modified Mastering course list:

You can review the course contents and add or delete materials to suit your needs. The course becomes available for student enrollment on the date you set during course creation.

How Students Enroll appears when no students (0) have enrolled in your course. The link changes to show the number of students in your course as soon as one student (1) has enrolled. Select the number to open the roster. The roster shows each student's name, email, role, status, and temporary access information, if applicable.

Select **Details** to confirm that the dates you set for your course are correct and to update course information. To change the course start and end dates, the enrollment start and end dates, the course name and other settings, select **Edit Course**. You can also select **Details** to download the Student Registration Handout. If you change the course name, the Student Registration Handout updates to reflect the new name.

Enable students to access your course

You can create your course and revise its contents as you want. When the course is ready, you can enable students to access the course.

To allow students access to your course:

1. Give students the course ID and the Student Registration Handout.

   Students must enter the course ID when they register and enroll in your course.

2. Order Student Access Kits for the textbook you selected.

   Each Student Access Kit consists of a card with instructions for the enrollment process and a student access code. Each code can be used to enroll one student in one course.

   You order Student Access Kit ISBNs from your sales representative. Students can also obtain a student access code by purchasing it online with a credit card during registration.

   Note: Some course materials may cover two or more semesters of study. Students do not need to purchase an additional Student Access Kit or use a credit card to enroll in the second or third semester course, if you or another instructor creates the second semester course with the same course materials.

How students register

The student registration process is similar to instructor registration, except that students must provide the course ID and purchase access.

On www.pearsonmylab.com or www.pearsonmastering.com, students can register and sign in, as well as find support resources.

Student registration instructions also appear in the Student Registration Handout and Student Access Kits that students receive when they purchase a new textbook or the access kit independently in the bookstore. If a registration handout isn't available for your course, see how to enroll students.

For some courses, students can access the full set of features in your course without payment for 14 days. The temporary access option enables students waiting for financial aid to start coursework and avoid missing deadlines you set. For more information about temporary access, contact your sales representative.

Enable section instructors to access your course

Note: If you are teaching a Modifed Mastering course, see the Mastering section instructor enrollment instructions.

A section instructor is an instructor other than the course creator (course owner) who can access a variety of instructor activities and tools in the course, including the roster. The course creator can grant or limit access to specific instructor tools, but section instructors can never edit course settings or delete the course. Section instructors are *not* student teaching assistants or students without full instructor capabilities.

Note: See help within your MyLab or Modified Mastering course for specific instructions on section instructors, including how course owners can grant or limit access to instructor tools.

Each section instructor needs the following to gain access to your course:

- **Course ID**

   The course ID is the course owner's last name and five digits (for example, wong63229). Find the course ID in the course confirmation email, or below the course name in the course list.

- **Section instructor access code**

   Obtain section instructor access codes from your Pearson sales representative.

   Important: Never give section instructor access codes to students.

Section instructors can enroll either by creating a Section Instructor account, or by signing in with an existing Pearson Educator account. You can use the same Educator account to teach courses on your own and simultaneously be a section instructor in another instructor's course. If you can create courses, you have an Educator account.

To enroll with a Section Instructor account:

1. Make sure you have the course ID and a section instructor access code provided by the course owner.

2. Go to the MyLab & Mastering website, and select **Student** under **Register**.

   Note: Selecting **Student** does not register you as a student if you enter a Section Instructor access code in step 7.

3. Enter the course ID the course owner gave you and select **Continue**.

4. Check the course information on the right side of the page to ensure you are registering for the correct course. If not, select **Enter a different course ID**.

5. Select **Create** and follow the onscreen instructions to create a new account.

If you already have a Pearson Educator account, enter your username and password under Sign in with Your Pearson Account, then select **Sign In**.

6. Select **Access Code**.

7. Enter your section instructor access code then select **Finish**.

   ▪ You receive an email to confirm your enrollment in the course.

   ▪ The course owner receives an automatic email notification that you have successfully enrolled in the course as a section instructor. The course owner can then grant access to specific instructor tools as needed.

To enroll within an existing Educator account:

1. Make sure you have the course ID and a section instructor access code provided by the course owner.

2. Go to the MyLab & Mastering website, and sign in with your Educator username and password.

3. In the Courses and Products list, expand the arrow next to **MyLab & Mastering Instructor Access**, then select **Enroll in a Course**.

4. Enter the course ID and select **Continue**.

5. Select **Access Code**.

6. Enter the section instructor access code then select **Finish**.

   ▪ You receive an email to confirm your enrollment in the course.

   ▪ The course owner receives an automatic email notification that you have successfully enrolled in the course as a section instructor. The course owner can then grant access to specific instructor tools as needed.

Note: If you're acting as a section instructor in another course that was created from the same course materials, you do not need another section instructor access code. Follow steps 2–4 above to enroll with the same Educator account. Your enrollment is automatically processed, and you will not be asked for another access code.

Delete a course

You can delete any course that you created as an instructor.

To delete a course:

1. Find the course you want to delete in the MyLab & Modified Mastering course list.

2. Select **Details** next to the course name.

3. On the Course Details page, select **Delete Course**.

4. When the confirmation dialog appears, select **Delete** to permanently delete your course, or **Cancel**.

Navigate your courses

After you register, the MyLab & Mastering course page appears each time you sign in. This page provides all your Pearson Education products and services in a single location.

The MyLab & Mastering course page includes the following areas:

- **MyLab & Modified Mastering** — Lists your all of your MyLab & Modified Mastering courses. Select a course's name in the list to open it.

- **Courses and Products** — Lists your online Pearson product subscriptions, including courses that are not listed in the MyLab & Modified Mastering course list.

- **Announcements** — Shows general system announcements from Pearson. General announcements can be alerts for planned or unplanned system maintenance, or short descriptions of new product or software version releases.

  Note: Course announcements don't appear in the Announcements area. For course announcements, open your course.

- **Need Help?** — Provides links to information about teaching and working with courses.

- Select the **Help** icon in the upper-right corner of each area for more information.

The banner provides links to:

- **Account** — Review or edit your account information.

- **Help & Support** — Access Instructor or Student Help and other support resources.

- **Sign Out** — End your session. Signing out prevents the next user of a shared computer from accessing your instructor resources, such as the gradebook.

My Courses page for students

The student MyLab & Mastering My Courses page has a clean, current look and an intuitive, fully accessible interface. Students can use a smartphone or tablet to easily manage their accounts, enroll in and open courses, and read announcements.

- See the student My Courses page.
- Take a tour of the student My Courses design.

Access role-specific information

The MyLab & Mastering course page shows specialized information depending on whether you are an instructor, a section instructor, or a student. Instructor information is not accessible to students, although student information is available to instructors.
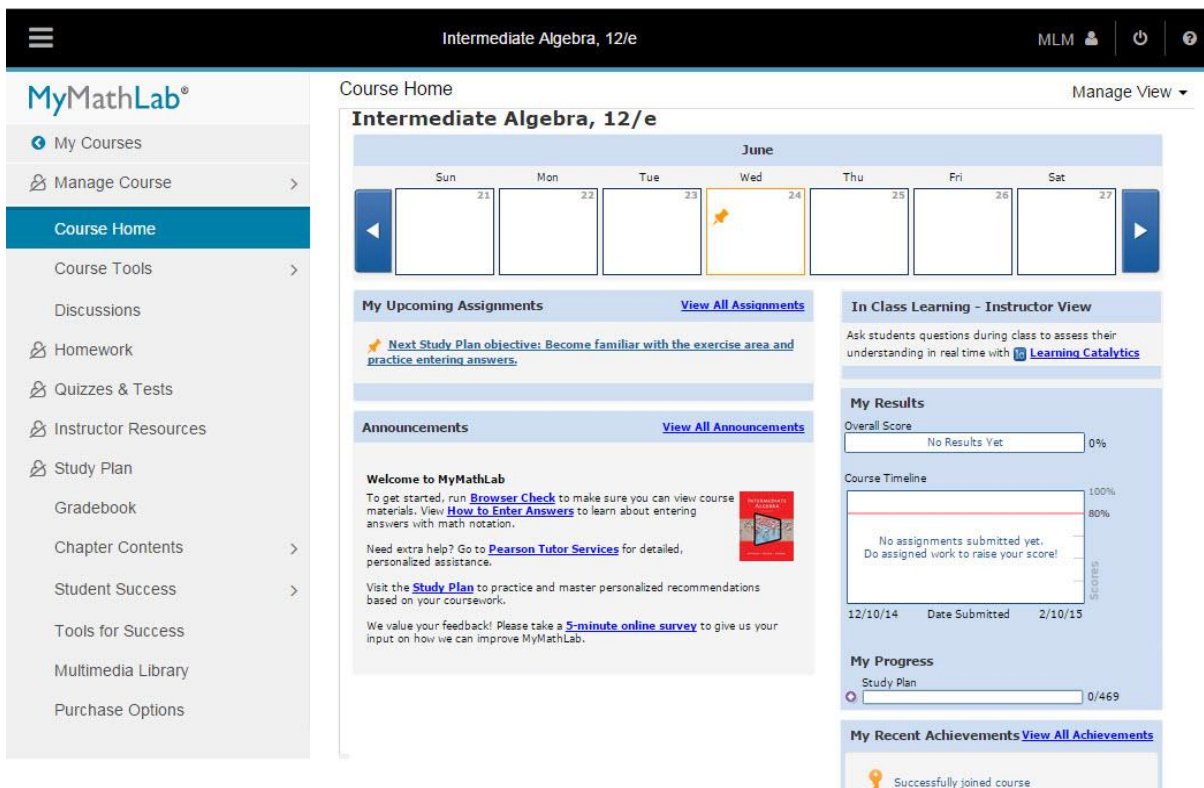
Open a course

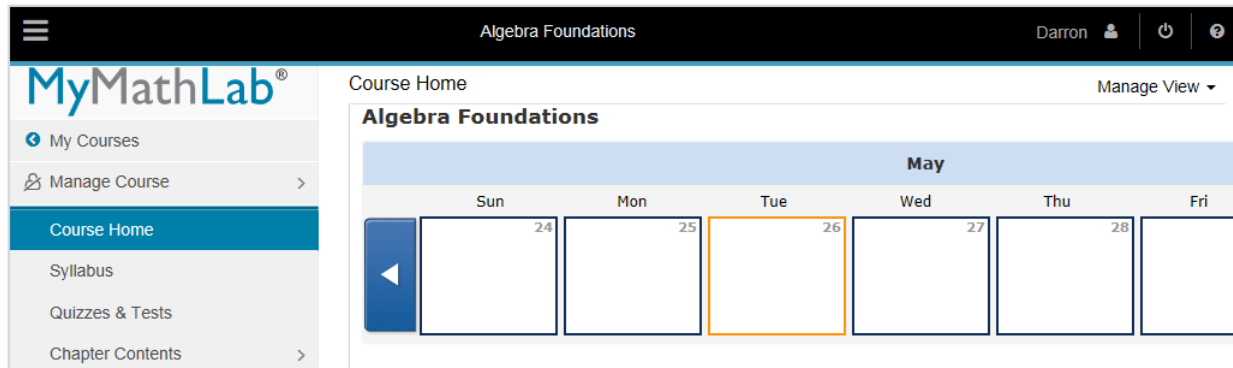To open a course, select its name in the MyLab & Modified Mastering course list.

Your course opens.

Note: Some features might not be enabled or might be available with different names or locations in your course.

Navigate in your course

Your course shows a course menu that lists all course items, a content pane, and a banner at the top.

Banner

The course title appears in the banner so you can confirm that you opened the correct course.
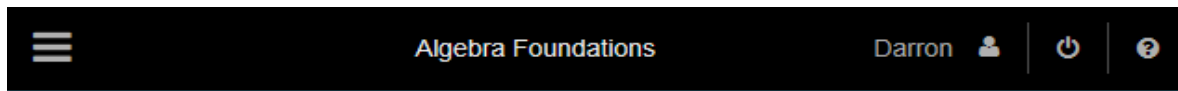
☰ — To hide the course menu and expand the content pane, select the menu icon. Select the menu icon again to show the course menu.

Darron 👤 — Your name appears with 👤 to confirm that you are signed in to your course with your account.

- To review or update your account profile or email address, select 👤, and then select **Account**. For your security, enter your username and password to view your personal information and purchase (transaction) history for your account.

    Note: The Account link might not appear in the banner of some courses.

- To exit your course and sign out of your account, select 👤, and then select **Sign Out**.

⏻ — To exit your course and sign out of your account select the sign out icon.

❓ — Select the help icon to access **Help & Support** resources, or see **What's New**, if available, to learn more about new features.
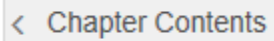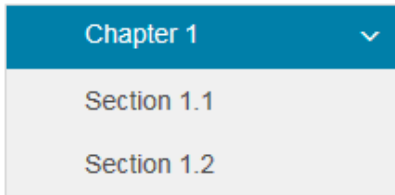
Course menu

You and your students access the tools and content in your course from the course menu. Select any item in the course menu to see it in the content pane. In most courses you see Course Home in the content pane when you first open your course.

◀ **My Courses** — From the main menu, select **My Courses** to access other courses in your course list.

◀ **Main Menu** — Select **Main Menu** to go to the top level of your course menu from anywhere in the course.
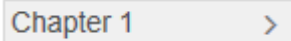
Chapter 1 ⟩ — Select an item with ⟩ to the right to show its subitems in the course menu, such as chapter content, tools, or other resources. In this example, Chapter 1 and its subitems appear:

Chapter 1 ⌄
Section 1.1
Section 1.2

⟨ Chapter Contents — Select an item with ⟨ to the left to move up to that level in the course menu. In this example, Chapter Contents and its subitems appear:

Chapter Contents ⌄
Chapter 1 ⟩
Chapter 2 ⟩
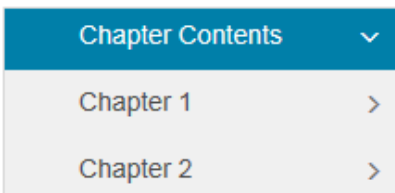
On smaller devices like tablets or phones, the course menu is hidden when you open the course, showing only the banner and content pane. When you select the menu icon ☰ to select an item or subitem, you may need to scroll to see the content pane below the course menu. This example shows Appendix B's content.
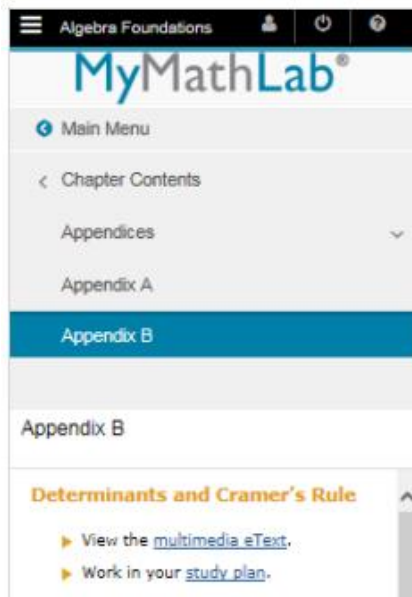

The ⌂ icon appears for any menu item that is hidden from students in their course menus, for example, instructor-only items like **Manage Course**. Instructors see hidden items, and can hide any item from students.

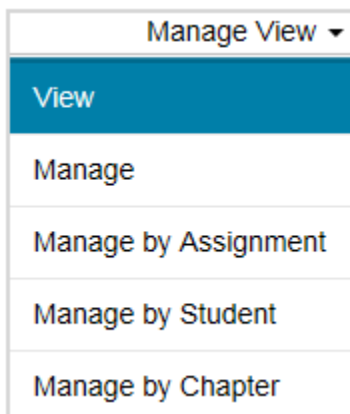| ◉ My Courses |
|---|
| ⌂ Manage Course ⟩ |

Content pane

You can edit any course item where **Manage View** appears above the content pane. This menu typically contains only **View** and **Manage** options.

- To access the editing tools and customize your content, select **Manage**.

- To see the content as your students do, select **View** when you finish your edits.

Manage View ▾
View
Manage
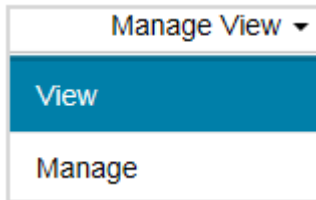
The **Manage View** menu may offer different options depending on the page you access:

Manage View ▾
View
Manage
Manage by Assignment
Manage by Student
Manage by Chapter

Important: If you want to see your whole course as your students see it, you must register and sign in with a separate student account. You can obtain student access codes from your sales representative. Do NOT attempt to enroll as a student in your own course using your instructor username and password. This may cause technical issues, and result in being locked out of your own course.

Review course content

After you open your course, take a few minutes to examine its contents. If you created a course by selecting a set of pre-built materials, notice that its content corresponds with the textbook you are using. Online content may include such learning resources as an eTextbook, multimedia, practice quizzes, and tests.

You can change many aspects of your course to suit your needs, such as:

- Customize the syllabus.

- Show/hide course content from students.

- Add, modify, move, archive, restore or delete course content.

- Change the color theme of the course menu and course pages.

Select the help icon to see **Help & Support** for assistance as you customize your course.

Set up your course

You can flexibly customize your course by:

- Adding a variety of content
- Designing your course menu

Add content to your course

You can add documents, HTML, images, videos, and other media resources to your course content. You can associate some content types with menu items and place the menu items anywhere in your course menu. You can also upload files and add links to them within any content page in your course.

Add a content page

You can add content pages to your course to provide resources for your students. In content pages, you use the content editor to add formatted text, images, links to internal assets, and links to external websites. Content pages are associated with menu items which you can add anywhere in your course menu.

To add a content page:

1. Select **Manage Course** from the main menu.

   The **Edit Course Menu** page opens.

2. To begin adding an item, select **Add New Menu Item Name** at the top of the page. Enter the item name you want to appear in the course menu.

   The limit for menu item names is 100 characters including spaces.

3. Enter a positive number in the order field [#] to choose the location for the item in the course menu.

   You can rearrange the item later.

4. To add a new subitem within the course menu hierarchy, select the expand icon ▶ at the location you want then select the **Add subitem** icon ✚.

   To more easily view the complete course menu list, select ⤢ **Expand all**.

5. For **Select Menu Item Type**, choose **Content Page**.

6. Select **Hide** if you do not want the menu item to appear in your students' course menu.

   You do not need to hide the menu item while creating it. You can choose to hide the item from students at any time.

7. If you do not want your new item tagged as My Content, clear the **My Content** check box.

   This option is selected by default for new menu items and subitems to ensure that your custom content is included in future copies to new edition courses.

   Note: This feature might not appear in your course.

8. Select **Add** to create the new item, or **Cancel**.

   The new item appears in the location you chose on the Edit Course Menu page as well as your course menu.

9. Select ◀ **Main Menu** to return to the course menu.

Once you add the content page, select the new menu item from the course menu to edit its content.

Upload a file and link to it

You can upload a file and simultaneously create a link to it. You can also link to a previously uploaded file. If you find it easier to upload a collection of files all at once, you can upload a group of files and then add links to them at any time.

To upload a file and link to it:

1. In a content page, select **Manage View > Manage** above the content pane. The content editor appears with a series of command icons at the top.

2. Place your cursor where you want to add the link and select **Add a Link** 🖼.

3. On the Add a Link page, select **Link to Content or Files**, and then select **Continue**.

4. To upload the file, make sure the **Upload Content** tab is selected, and then follow these steps:

   a. For **Text to display**, type a link name for the file you are uploading.

   b. For **File to upload**, browse to the file you want to upload and select it.

   c. Under **Folder for content**, select the folder to contain the uploaded file. You can instead create a folder for the new file by selecting **New Folder** and entering a name for the folder.

   d. Select **Add Link**.

   The link appears in the content pane. Now that you have uploaded the file, you can link to it from any content page in your course.

5. To add a previously uploaded file, select **Select Content from Course Folder** tab then follow these steps:

   a. In the **Text to display** text box, type a link name for the file you are uploading.

   b. Under **Content to link to**, browse to the file you want to link to, select it, and select **Add Link**.

6. Select **Save Changes**.

7. Select **Manage View > View** to test the link.

   When your students select the link, the content of the file you linked to appears in the content pane.

Edit content pages

Use the content editor to add text, images, and links to the content pages of your course. A content page is a type of menu item you create. To create content pages, you select Content Page as the menu item type. When the new page is created, use the content editor to develop your course content.

To use the content editor:

1. In a content page, select **Manage View > Manage** above the content pane. The content editor opens, with a series of command icons at the top.

2. Type text into the editor and apply font and paragraph formatting, as necessary. You can apply the undo icon 🔄 and the redo icon 🔄 to revert and reapply commands.

3. Insert special elements as needed by choosing from the following icons:

   🌐 — Insert a link

   🖼 — Insert an image

   𝐱² — Insert a math equation

   Ω — Insert a symbol

   📅 — Insert a date

   🕐 — Insert a time

   ▦ — Insert a table

4. Select **Save Changes**.

   Important: You must save your changes before navigating away from editing view. For example, if you select **Manage View > View** before saving your changes, the changes are lost.

5. To enter HTML formatting, select the **HTML** icon ◄► under the editing window and enter HTML tags, as needed.

   You can select the **Preview** icon 🔍 to see your output and select the **Design** icon ✏ to return from the HTML view.

6. Select **Plain Text Editor** under the editing window to add simple text. You can also paste in HTML code from an external tool in **Plain Text Editor** mode. Select **Save Changes** before changing modes.

7. Spell check your content with the Spellchecker icon ✓.

Design your course menu

Select **Manage Course** in the course menu to access course management tools, including the **Edit Course Menu** page where you can add, arrange, hide, and archive menu items. Move your content items to any level of your course structure. Customize the look of your course by selecting a color and style theme, and uploading your school's logo. By customizing the course menu, you can guide your students in a way that makes sense for each class.

Note: Your course may have additional course management options not shown.

Create additional courses

You can create your first course immediately after you complete registration. You can create additional courses in a variety of ways. For example, you can search for pre-built course materials, build a course from your own content only, or copy an existing course.

To create another course using the same course materials, you or another instructor can select the same textbook from the list of available course materials, or you can copy an existing course.

Create a course with pre-built course materials

You can create courses with pre-built content, such as assessments, multimedia presentations, and digital textbooks. Browse by discipline and publisher, or search by textbook author and title to select course materials.

To create a course with pre-built course materials:

1. Select **Create/Copy Course** in the MyLab & Modified Mastering course list.

2. Select course materials (see "Select course materials" on page 3).

3. Enter information about the course (see "Enter course information" on page 4).

Copy existing courses

You can create a new course by:

- Copying an existing course that you created.

- Copying an existing course that another instructor created.

When you copy a course, the new course has a new course ID and an empty gradebook.

Copy a course you created

When you copy an existing course that you created, the original course remains unchanged.

Assessments that you copy from another course retain the same availability setting as in the original course.

To copy a course you created:

1. Select **Create/Copy Course** in the MyLab & Modified Mastering course list.

2. Select **Copy a Course**.

3. Select **Copy One of your Existing Courses**.

4. Select the course you want to copy from the menu, then select **Go**.

5. To enter course information, see "Enter course information" on page 4.

Copy another instructor's course

You may want to copy another instructor's course if you are teaching a section of the same course or planning to teach the same course at a later date. After you copy the course, you can customize it further.

Before you can copy another instructor's course, that instructor must make the course available for copying and provide you with the course ID.

To copy another instructor's course:

1. Contact the other instructor to get the course ID.

2. Select **Create/Copy Course** in the MyLab & Modified Mastering course list.

3. Select **Copy a Course**.

4. Select **Copy Another Instructor's Course**.

5. Enter the course ID of the course you want to copy, then select **Go**.

6. To enter course information, see "Enter course information" on page .

Make multiple copies or sections of a course

To make multiple copies or sections of a course:

1. Select **Create/Copy Course** in the MyLab & Modified Mastering course list.

2. Select **Make Multiple Copies or Sections of a Course**.

   The Select a Course menu appears. It lists all of your courses and their course IDs.

3. Select the course you want to copy from the list.

   Be sure to select the correct course name from the list. For example, if you want to create sections (member courses) from a coordinator course, the text "Coord:" usually appears at the beginning of the course name.

4. Select **Go**.

   The Enter Course Information page appears.

5. In the **Number of Courses** box, enter the number of course copies you want to create and select **Update**.

6. Edit the course and section names as needed.

   Changes to course or section names do not affect the name of the course being copied or the default names for any additional sections added.

   Tip: To make it easier for students to recognize course sections, name them as they appear in your syllabus.

7. You can change the **Course Enrollment Dates** and **Course Duration** for all copies.

   After the course copies are created and appear in the course list, you can change the course dates and other course settings for each individual course copy or section. Select **Details** next to the course name then select **Edit Course**.

8. When ready to create your copies, select **Create Courses Now**.