

Learn more about Summer 2017 enhancements for your MyLab course!

## Improving results

Our goal is to help every student succeed. We're working with educators and institutions to improve results for students everywhere.

Learn more >

Educators & Administrators >

Results

Features

Training & Support

Students >

Get Registered

Support

Features

### Sign In

Already registered? Sign in with your Pearson account.

Sign in

Forgot username or password?

### Register

Need access? Start here!

Student

Educator

## MyLab | Nursing

# *Instructor Quick Start Guide*

# How to Use This Guide

Hello and welcome! This Quick Start Guide is meant to get you up and running with your MyLab | Nursing course and ready for implementation!

First and foremost, a **“Live” First Look session (either virtually or with your local Pearson representative) is recommended as a best practice.**

[Click here to register for a live online session.](#)

## Then, we recommend you do the following to get started:

1. Register at [www.mynursinglab.com](http://www.mynursinglab.com) (access code required)
2. Create your MyLab | Nursing course.
  - If needed, change your course to a Coordinator course and set up Members.
3. Familiarize yourself with your MyLab | Nursing course format.
4. Familiarize yourself with the content within your MyLab | Nursing course.
5. Confirm and if needed change your time zone.
6. Start setting assignment start dates/due dates.
7. Get your students started.

To move beyond these steps, we recommend that you delve into the MyLab | Nursing Implementation Manual, available on the **“Training & Support”** page at [www.mynursinglab.com](http://www.mynursinglab.com) or within your *3 Steps to Success* in the Instructor’s Tools.

Additionally, as a “Best Practice” we recommend a “Live” Implementation Session either in person or virtually. [Click here to register for an online session.](#)



Best Practices

**Use the hyperlinks throughout this guide to “JUMP” to areas in which you need immediate guidance.**



How Do It?  
Video Tutorials

**Throughout the guide, click this icon to watch a video highlighting the process described.**

# **TABLE OF CONTENTS**

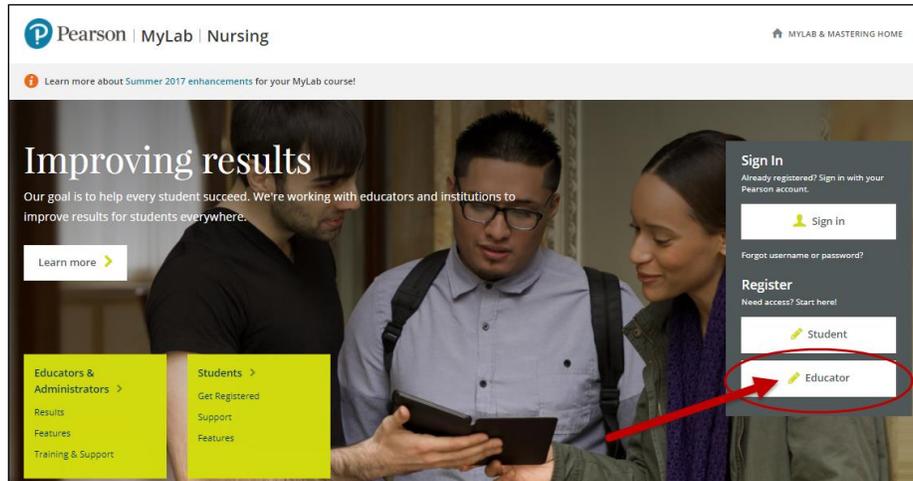
HOW TO USE THIS GUIDE .....	2
REGISTER FOR MYLAB   NURSING .....	4
CREATE YOUR MYLAB   NURSING COURSE.....	5
CREATING AN INTEGRATED MYLAB COURSE .....	7
FAMILIARIZE YOURSELF WITH YOUR MYLAB COURSE FORMAT .....	8
CONFIRM AND (IF NEEDED) CHANGE YOUR TIME ZONE.....	9
ASSIGNING ASSIGNMENTS.....	10
MANAGING ASSIGNMENT SETTINGS INDIVIDUALLY .....	13
MANAGING MULTIPLE ASSIGNMENT SETTINGS AT ONE TIME.....	15
GET YOUR STUDENTS STARTED .....	17

# Register for MyLab | Nursing



How Do I?  
Video Tutorials

1. Create your instructor account. Go to [www.pearsonmylabandmastering.com](http://www.pearsonmylabandmastering.com) OR [www.mynursinglab.com](http://www.mynursinglab.com) and click **Educator** under the Register section on the right side of the page.



2. To register for MyLab | Nursing you must have an instructor code. If you do not already have a code, follow the directions to request an access code online from your [Pearson representative](#).



If you already have an access code, click **I Accept** in the License Agreement and Privacy Policy page. Then follow the instructions provided on screen to register your access code and to create your Pearson instructor account.

# Create Your MyLab | Nursing Course

Your first step in building a successful MyLab | Nursing course is to “Create A Course.” And creating a course is stress-free because nothing is set in stone. You can easily adjust any of your course settings after creation.



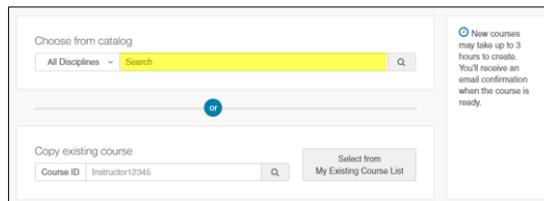
How Do I?  
Video Tutorials



## STEP BY STEP: CREATING A STANDARD COURSE

*From the Pearson Dashboard*

1. “Create/Copy Course” button
2. Search author/title/ISBN
3. GO
4. Find your textbook
5. “Select Course Materials” button
6. Enter the requested course information—click the calendar icons to quickly enter dates
7. “Create Course Now” button



These instructions pertain to creating your own course from scratch. If you are interested in copying another instructor’s course, upgrading to a new edition of your textbook, or creating multiple copies of the same course, we recommend you read more about building the correct course for your needs within the MyLab | Nursing [Implementation Guide](#).

For more information on integrated courses, [click here](#).

# Coordinator/Member Courses

If you need multiple sections, you can create a Coordinator (Master) Course and then create Member Courses. The advantages to setting up a Coordinator structure in your MyLab | Nursing include:

- You can establish consistency of use across sections.
- You can pull data across all sections with just a few clicks.
- You can see what is going on in other sections.
- You can modify one course, and those modifications will flow.  
*\*Note: not all changes feed through to member courses.*
- You can enforce requirements across sections.

Creation of your MyLab | Nursing Coordinator Course is a two-step process. You must first create a standard course based on the title you are using for your program. Then you must change the course from a Standard Course to a Coordinator Course.

## **STEP BY STEP: CONVERTING A STANDARD COURSE TO A COORDINATOR COURSE**

*From inside your course:*

1. Instructor Tools > Course Settings
2. General Settings
3. Edit
4. Choose Coordinator Course (in the dropdown)
5. SAVE button

Course Settings

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 MyNursingLab: Fundamentals

Book MyNursingLab for Fundamentals of Nursing 2.1

Cancel Next Save

**NOTE:** Courses that already have student enrollment cannot be converted to a Coordinator Course.

The information that **will flow** from your Coordinator Course to your Member Course(s) includes:

- Assignments created in the Assignment Manager
- Study Plan Manager Settings
- Gradebook Settings
- Announcements made through the Course Home Manager

Things that **will NOT flow** to the Member sections during the term include:

- Document Uploads
- Changes made to the left navigation

## ***Creating an Integrated MyLab Course***

We can seamlessly integrate with other learning management systems including BlackBoard, Canvas, Desire 2 Learn and Moodle. Integration offers you the opportunity to “opt-in” to a gradebook sync. It offers your students a single-sign on from a link within your Learning Management system.

If you plan in integrating your MyLab | Nursing course with a learning management system, reach out to your [Pearson Health Science Representative](#) and ask to connect with a Learning Technology Specialist.

Additionally, you can find more information on integration by [clicking here](#), including, Admin Getting Started Guides, Instructor’s User’s Manuals and Student Registration Handouts.

Important notes when integrating:

- Integrated MyLab classrooms must be created through your LMS.
- If you plan on utilizing the coordinator course feature, you must set up the MASTER coordinator course in your MyLab profile, then go to your LMS to “copy” that course for a particular online classroom.

## ***Familiarize Yourself with Your MyLab Course Format***

MyLab | Nursing consists of two course platforms – MyLab Mastering New Design XL (MMND XL) as well as Foundations XL. While both platforms offer similar functionality and design, there are some differences.

**When using this guide, make sure to follow the specific steps outlined for your course platform.** A list of the available MyLab | Nursing titles and their corresponding course platform is below. *Note: If course platform is not specified, then instructions apply to both course platforms.*

### MyLab Mastering New Design XL (MMND XL)

Nieswiadomy / Bailey, *Foundations of Nursing Research*, 7/e

Perrin / MacLeod, *Understanding the Essentials of Critical Care Nursing*, 3/e

Sullivan, *Effective Leadership and Management in Nursing*, 9/e

### Foundations XL

Adams / Urban, *Pharmacology: Connections to Nursing Practice*, 3/e

Ball / Bindler / Cowen, *Child Health Nursing*, 3/e

Ball / Bindler / Cowen / Shaw, *Principles of Pediatric Nursing: Caring for Children*, 7/e

Berman / Snyder / Frandsen, *Kozier & Erb's Fundamentals of Nursing*, 10/e

D'Amico / Barbarito, *Health & Physical Assessment in Nursing*, 3/e

Giangrasso / Shrimpton, *Dosage Calculations: A Multi-Method Approach*

Holland / Urban / Adams, *Pharmacology for Nurses: A Pathophysiologic Approach*, 5/e

Kneisl / Trigoboff, *Contemporary Psychiatric-Mental Health Nursing*, 3/e

Ladewig / London / Davidson, *Contemporary Maternal-Newborn Nursing*, 9/e

Ladewig / London / Davidson, *Olds' Maternal-Newborn Nursing & Women's Health Across the Lifespan*, 10/e

Lemone / Burke / Bauldoff, *Medical-Surgical Nursing: Critical Thinking in Patient Care*, 5/e

LeMone / Burke / Bauldoff / Gubrud, *Medical-Surgical Nursing: Clinical Reasoning in Patient Care*, 6/e

London / Ladewig / Davidson / Ball / Bindler / Cowen, *Maternal & Child Nursing Care*, 5/e

Olsen / Giangrasso / Shrimpton, *Medical Dosage Calculations*, 11/e

Osborn et al, *Medical-Surgical Nursing*, 2/e

Pearson Education, *Nursing: A Concept-Based Approach to Learning*, 2/e

Potter / Moller, *Psychiatric-Mental Health Nursing: From Suffering to Hope*

# Confirm and (if needed) Change Your Time Zone

The default time zone for MyLab | Nursing is U.S. Eastern. The default time zone will affect all assignment start and due dates. Before you start setting due dates for your assignments, you should confirm and change (if needed) the time zone that you are in.

Course Settings

### Edit Course

1 Start 2 **Availability** 3 Course Access 4 Coverage

5 Learning Aids and Test Options

Type of course to create Standard

Course name MyNursingLab: Fundamentals

Book MyNursingLab for Fundamentals of Nursing 2.1

Course Availability Starting: 04/19/16 Ending: 04/19/18

Time Zone (UTC-05:00) Eastern Time (US & Canada)  Adjust Automatically for Daylight Savings Time

Current course time: 11:02am

Cancel Back Next Save

## **STEP BY STEP: CHANGE YOUR TIME ZONE** (applies to both MMND XL and Foundations XL)

*From inside your course:*

1. Instructor Tools
2. Course Settings
3. Availability > Edit
4. Use the dropdown menu to select your time zone
5. Save

# Assigning Assignments

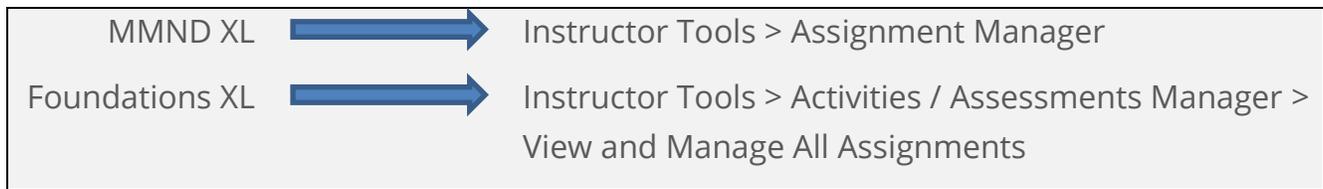
## Understanding the difference between Pre-Built and Pre-Assigned

There are two types of content within your MyLab | Nursing course: Pre-Built and Pre-Assigned. Understanding the difference is a key beginning step to building out assignments for your students.

**Pre-Built assignments** are assignments created by Pearson and loaded into your MyLab | Nursing course. These assignments, however, are not “assigned” to your students; they will not be viewable until you choose to assign them and make them available to your students.

**Pre-Assigned assignments** are assignments that have been pre-built and pre-assigned. In this instance, based on customer surveys and focus groups, Pearson has chosen a recommended learning path for your students to follow for each chapter. These pre-assigned assignments are available by default from your course start date.

Your MyLab | Nursing course may have a combination of pre-built and pre-assigned assignments. You can determine which type of assignment is in your course by looking within your Instructor Tools. Look at the “Assigned” column. A green check mark ✓ indicates that the assignment is assigned and viewable to your students.



Order	Ch.	Assignment Name	Category	Assigned	Start	Due	Actions
1	1	Ch 1: Objective Questions		✓	05/30/17		-- Select --
2	1	Ch 1: Game - Matching		✓	05/30/17		-- Select --
3	1	Ch 1: Questions to Challenge You		✓	05/30/17		-- Select --
4	2	Ch 2: Objective Questions		✓	05/30/17		-- Select --

\*MMND XL Shown.

Order	Module	Lesson	Assignment Name	Category	Assigned	Start	Due	Actions
1	1	Nursing Foundations	Introduction to Nursing Foundations		✓	04/19/16	05/05/17	-- Choose -- Go
2	1	Nursing Basics	1.1 Introduction		✓	04/19/16	05/05/17	-- Choose -- Go
3	1	Nursing Basics	1.1 Pretest		✓	04/19/16	05/05/17	-- Choose -- Go

Order	Module	Lesson	Assignment Name	Category	Assigned	Start	Due	Actions
34	7	Historical and Contemporary Nursing Practice	Historical and Contemporary Nursing Practice		✓	04/19/16		-- Choose -- Go
35	7	Evidence-Based Practice and Research in Nursing	Evidence-Based Practice and Research in Nursing		✓	04/19/16		-- Choose -- Go
36	7	Nursing Theories and Conceptual Frameworks	Nursing Theories and Conceptual Frameworks		✓	04/19/16		-- Choose -- Go

\*Foundations XL Shown.

# Assigning Pre-Built, UNASSIGNED Assignments

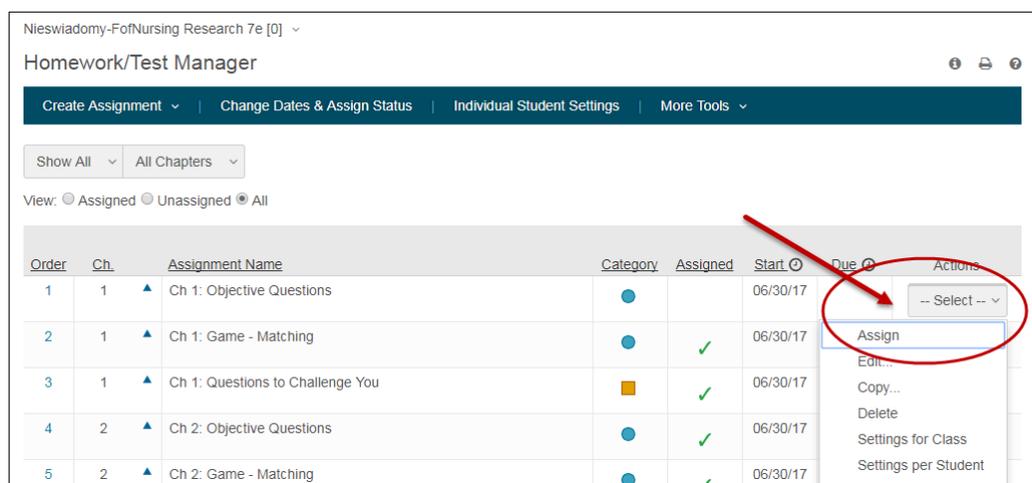
If your MyLab | Nursing course has pre-built but UNASSIGNED assignments, you will need to assign ALL the content you wish the students to complete.

If you simply want the assignments to be available to your students, all you have to do is “assign” those assignments that you want your students to complete. The assignments will be available from the day that you choose to assign them.

## **STEP BY STEP: ASSIGNING PRE-BUILT, UNASSIGNED ASSIGNMENTS INDIVIDUALLY**

*From within your course:*

<u>MMND XL</u>		<u>Foundations XL</u>
1. Instructor Tools		1. Instructor Tools
2. Assignment Manager		2. Activities / Assessments Manager
3. Find the Assignment you need		3. View and Manage All Assignments
4. Select Assign from the Actions dropdown menu		4. Find the Assignment you need
		5. Select Assign from the Actions dropdown menu
		6. GO



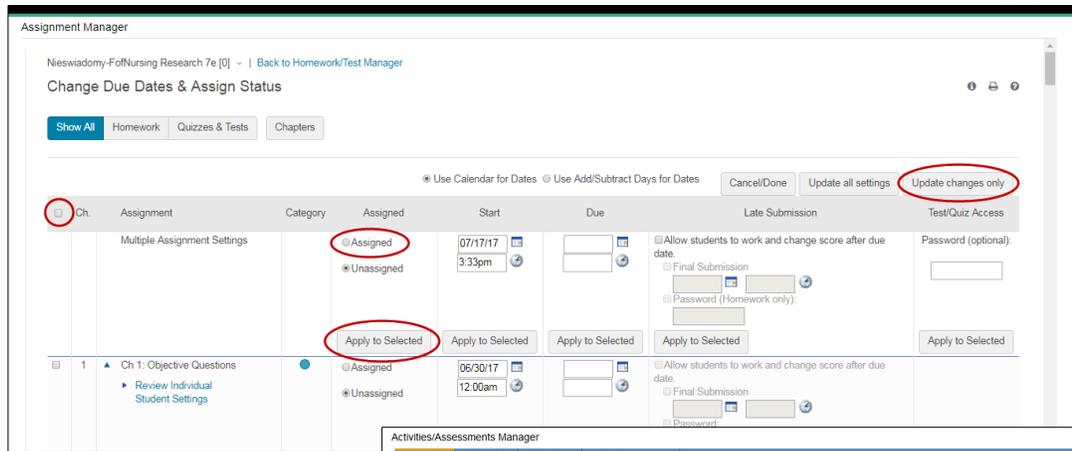
Order	Ch.	Assignment Name	Category	Assigned	Start	Due	Actions
1	1	Ch 1: Objective Questions	●		06/30/17		-- Select --
2	1	Ch 1: Game - Matching	●	✓	06/30/17		Assign
3	1	Ch 1: Questions to Challenge You	■	✓	06/30/17		Edit...
4	2	Ch 2: Objective Questions	●	✓	06/30/17		Copy...
5	2	Ch 2: Game - Matching	●	✓	06/30/17		Delete

\*MMND XL Shown.

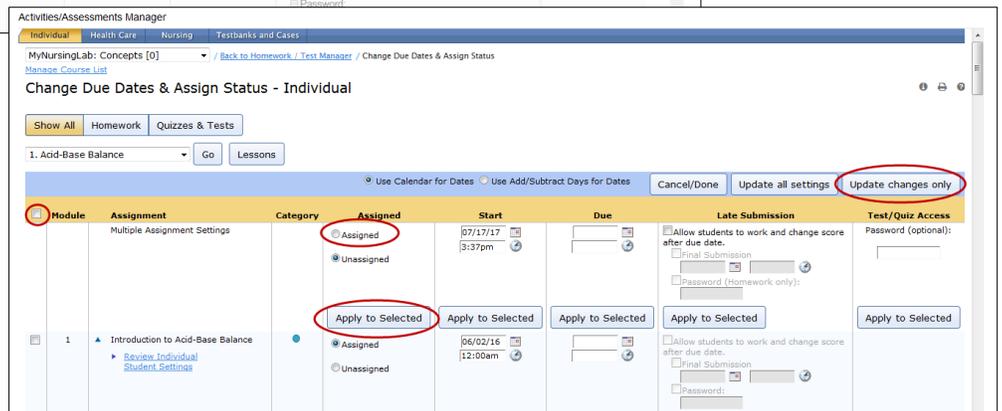
# STEP BY STEP: ASSIGNING MULTIPLE PRE-BUILT, UNASSIGNED ASSIGNMENTS

From within your course:

MMND XL	Foundations XL
1. Instructor Tools	1. Instructor Tools
2. Assignment Manager	2. Activities / Assessments Manager
3. Change Dates and Assign Status link	3. Change Due Dates and Assign Status link
4. Use the box in the far left column to select the assignments	4. Use the box in the far left column to select the assignments
5. Use the Multiple Assignment Settings bar at the top	5. Use the Multiple Assignment Settings bar at the top
6. Select the "Assigned" button	6. Select the "Assigned" button
7. Hit "Apply to Selected" button	7. Hit "Apply to Selected" button
8. Choose "Update All Settings" or "Update Changes Only"	8. Choose "Update All Settings" or "Update Changes Only"



\*MMND XL Shown.



\*Foundations XL Shown.

# Managing Assignment Settings Individually

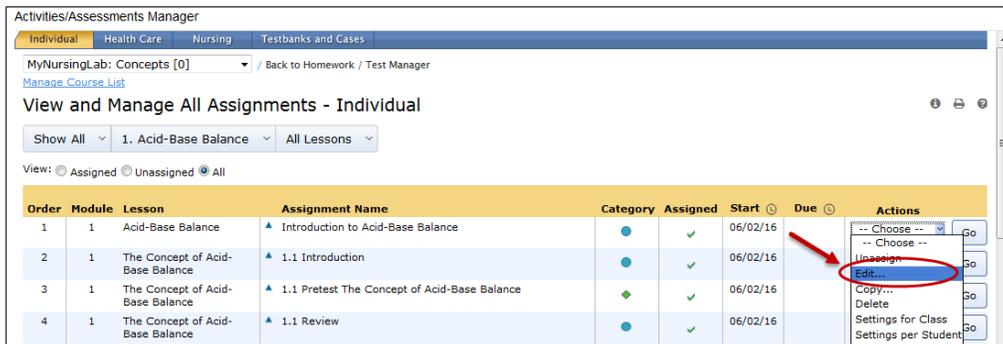
## Setting Your Start Dates / Due Dates

You may want to assign due dates for your assigned assignments to keep your students on track for where you want them to be within the course. You may also want to change the assignment start date so that it becomes available to them on the day you want them to start working on it.

### **STEP BY STEP: SET INDIVIDUAL START & DUE DATES**

From within your course:

MMND XL	Foundations XL
<ol style="list-style-type: none"><li>1. Instructor Tools</li><li>2. Assignment Manager</li><li>3. Find the assignment you need</li><li>4. Select "Edit" from the dropdown</li><li>5. Select "Next" to advance through the settings</li><li>6. Select "Save &amp; Assign" when you have completed your changes</li></ol>	<ol style="list-style-type: none"><li>1. Instructor Tools</li><li>2. Activities / Assessments Manager</li><li>3. View and Manage All Assignments</li><li>4. Find the assignment you need</li><li>5. Select "Edit" from the dropdown</li><li>6. GO</li><li>7. Select "Next" to advance through the settings</li><li>8. Select "Save &amp; Assign" when you have completed your changes</li></ol>



\*Foundations XL Shown.

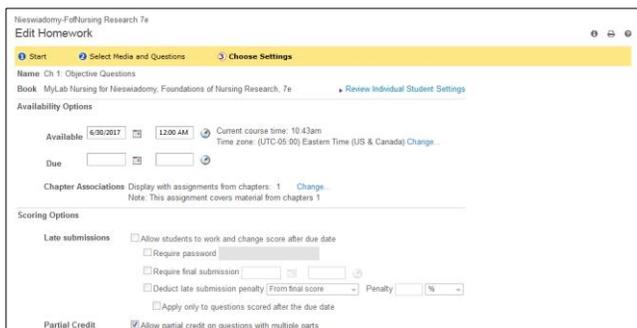
# Setting Additional Assignment Settings

You may want to adjust additional assignment settings, such as: late submissions, partial credit, pre-requisites, number of attempts, mastery score. Note: there are different settings tied to different assignment types. You will notice that Homework assignment settings have different options than Quiz / Test assignments.

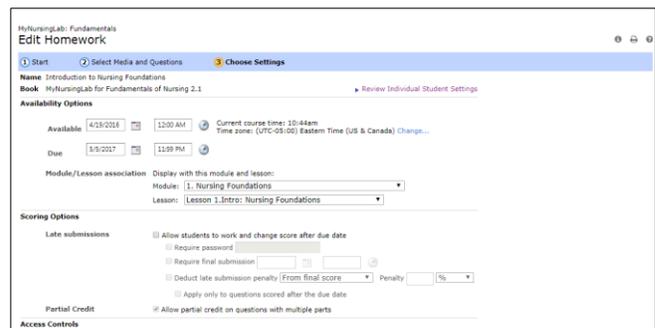
## **STEP BY STEP: MAKE INDIVIDUAL ASSIGNMENT SETTINGS**

*From within your course:*

<u>MMND XL</u>	<u>Foundations XL</u>
<ol style="list-style-type: none"><li>1. Instructor Tools</li><li>2. Assignment Manager</li><li>3. Find the assignment you need</li><li>4. Select "Settings for Class" from the dropdown</li><li>5. Select "Save &amp; Assign" when you have completed your changes</li></ol> 	<ol style="list-style-type: none"><li>1. Instructor Tools</li><li>2. Activities / Assessments Manager</li><li>3. View and Manage All Assignments</li><li>4. Find the assignment you need</li><li>5. Select "Settings for Class" from the dropdown</li><li>6. GO</li><li>7. Select "Save &amp; Assign" when you have completed your changes</li></ol>



\*MMND XL Shown.



\*Foundations XL Shown.

# Managing Multiple Assignment Settings At One Time

## Setting Your Start Dates / Due Dates in Bulk

You may find it easier to edit multiple assignments at the same time. In this case you will want to utilize our Change Dates & Assign Status button (MMND XL) OR the Change Due Dates and Assignment Status link (Foundations XL). These features allow you to save time and quickly change dates/settings for multiple assignments within your course.

Within this page, you can bulk change the following settings:

- Assigned / Unassigned Status
- Start Date / Due Date
- Late Submission Access
- Assignment Password Protection (*Quiz / Test Only*)

***This is a great option if you are keeping your homework loaded as Pearson has created it and just changing due dates.***

### **STEP BY STEP: SETTING MULTIPLE START / DUE DATES**

*From within your course:*

<u>MMND XL</u>		<u>Foundations XL</u>
1. Instructor Tools		1. Instructor Tools
2. Assignment Manager		2. Activities / Assessments Manager
3. Change Dates and Assign Status link		3. Change Due Dates and Assign Status link
4. Use the box in the far left column to select the assignments		4. Use the box in the far left column to select the assignments
5. Use the Multiple Assignment Settings bar at the top		5. Use the Multiple Assignment Settings bar at the top
6. Make changes in the top row		6. Make changes in the top row
7. Select the "Apply to Selected" button		7. Select the "Apply to Selected" button
8. Choose "Update Changes Only"		8. Choose "Update Changes Only"

# Making Additional Bulk Assignment Setting Changes

You may find it easier to edit multiple assignments at the same time. In this case you will want to utilize our Change Dates & Assign Status button (MMND XL) OR the Change Due Dates and Assignment Status link (Foundations XL). These features allow you to save time and quickly change dates/settings for multiple assignments within your course.

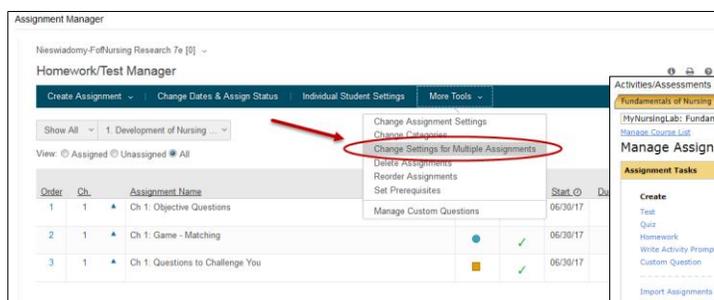
Adjustments that can be made include: late submissions, partial credit, pre-requisites, number of attempts, mastery score. Note: there are different settings tied to different assignment types. You will notice that Homework assignment settings have different options than Quiz / Test assignments.

***This is a great option if you want a number of like assignments to have the same settings.***

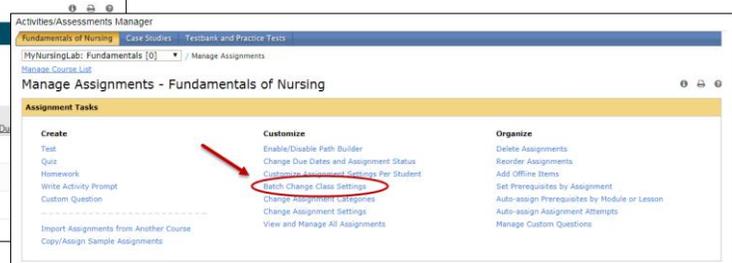
## **STEP BY STEP: ADJUSTING ADDITIONAL ASSIGNMENT SETTINGS IN BULK**

*From within your course:*

<u>MMND XL</u>	<u>Foundations XL</u>
1. Instructor Tools	1. Instructor Tools
2. Assignment Manager	2. Activities / Assessments Manager
3. More Tools Dropdown Menu	3. Batch Change Class Settings
4. Change Settings for Multiple Assignments	4. Choose the Assignment Type from the dropdown menu
5. Choose the Assignment Type from the dropdown menu	5. Make any changes
6. Make any changes	6. Apply Settings
7. Apply Settings	



*\*MMND XL Shown.*



*\*Foundations XL Shown.*

# Get Your Students Started

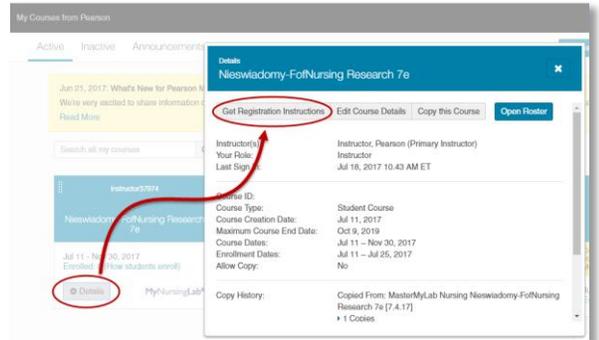
## HELP YOUR STUDENTS GET STARTED RIGHT



Best Practices

We've compiled this list of "Best Practices" within successful classrooms. We invite you to browse this list and incorporate some of these ideas for your own classroom success!

- Provide students with your Course ID and custom registration handout to help them register and enroll in your MyLab | Nursing course.



### **Quick Steps to Finding Your Student Registration Handout**

From your Pearson Dashboard > Click Details (in the bottom left of your course button) > Click "Get Registration Instructions" > Download the Student Registration Handout

- Direct students to the Pearson Student Getting Started Resources – including a Student User's Manual and helpful video tutorials. These can be found here: <https://www.pearsonmylabandmastering.com/northamerica/mynursinglab/students/support/index.html>
- Encourage students to run the Browser Check to ensure all plug-ins and recent versions of needed software are installed. An announcement to remind your students to do this will be pre-populated within your course.
- Review the student registration process to help you relate to your students' registration experience. You can find a great video tutorial here: Student Registration: <https://youtu.be/n0iKkwr3NCE?list=PL9D77SRA6m1tORaQSMFkAlqIA6TBSes5E>
- Make students aware of our Student Video Playlist available here: <https://www.youtube.com/playlist?list=PL9D77SRA6m1tORaQSMFkAlqIA6TBSes5E>