

PEARSON

ALWAYS LEARNING

# **MyLab & Mastering Instructor Quick Start Guide**

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## 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 including discussions, chats, and synchronous online classrooms.

### As an instructor, you'll experience:

- An elegant and intuitive approach to customizing your courses. If you need to modify your course—whether it's a menu item, a course tool, or course content—you'll find an easily accessible control nearby.
- Ease in developing new content and uploading existing content to your courses. You can upload your resources to use in your course at any time. You can add Microsoft® Office documents, Adobe® PDFs, videos, and images within content pages or as menu items in your course menu. You can add links to resources you have uploaded and external websites. Use the content editor to tailor each component of your course to meet your students' needs.
- A flexible course menu that lets you add new menu items at any level in your course structure. Add, rearrange, style, or hide menu items with one handy utility. You can set the course entry point to a particular menu item by moving it to the top of the course menu.
- The fidelity of a student view from within the instructor version of your course. On each page, the student view allows you to validate each topic of your course before providing students with access.
- More time teaching your students rather than struggling with labor-intensive customizations of your courses.

Using the MyLab & Mastering New Design courses list on the MyLab & Mastering courses page, you can:

- Create your course by selecting course materials based on discipline or publisher.
- Update your course information.
- Copy an existing course.

Once you create your course, you click on the course title in the MyLab & Mastering New Design courses list to enter your course.

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 the steps in this section.

### 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](http://www.pearsonmylab.com) or [www.pearsonmastering.com](http://www.pearsonmastering.com).
  2. Click **Educator** under **Register**.
  3. If you do not have an access code click **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](http://www.pearsonmylab.com) or [www.pearsonmastering.com](http://www.pearsonmastering.com), click **Educator** under **Register** and follow the instructions.
3. Click **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/](http://www.pearsonmylabandmastering.com/educators/support/) and click **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 7.)

### Sign in

You must 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](http://www.pearsonmylab.com) or [www.pearsonmastering.com](http://www.pearsonmastering.com) and click **Sign In**.
2. Enter the username and password you created during registration.
3. Click **Sign In**.

After you sign in to your instructor account, your MyLab & Mastering courses page appears, including the MyLab & Mastering New Design courses list of courses you have created. No courses appear in the courses list the first time you sign in.

## Create your first course

### To create your first course:

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

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

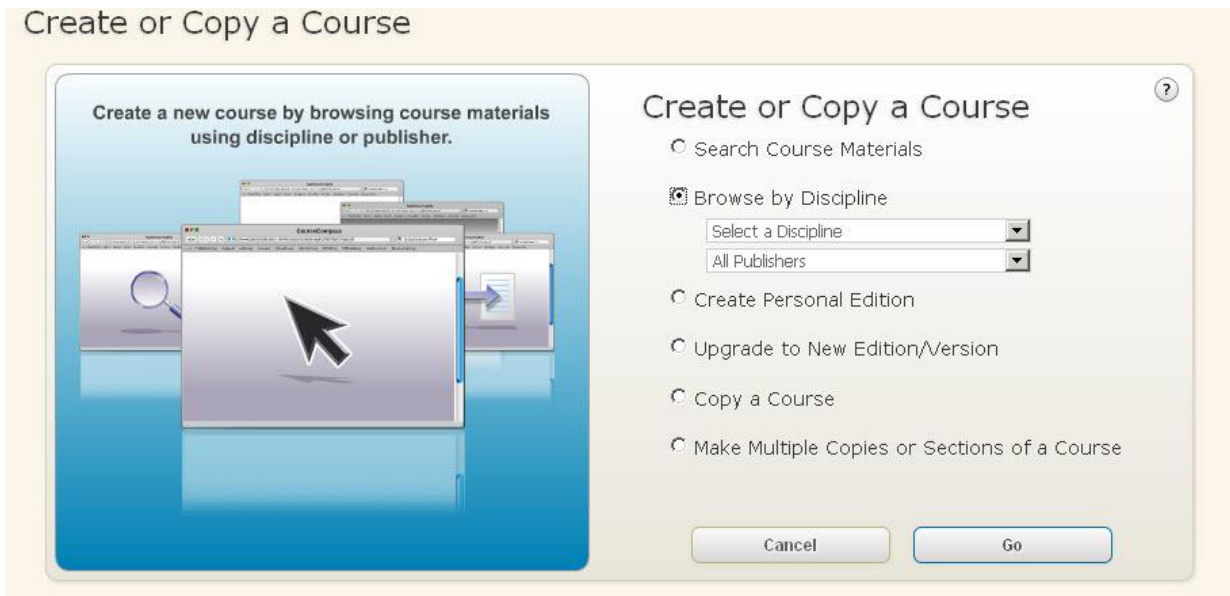
After you create your first course, you can create a copy of a course set up by another instructor. See "Copy another instructor's course" on page 19.

## Select course materials

Course materials are compilations of pre-built content that may include assessments, multimedia, an online version of a textbook, or other materials that complement your 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. Click **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 an online 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 7.

3. Review the contents listed under the titles for the types of content included in the course material.
4. Click **Select Course Materials** next to the course materials you want to use.

## Specify course information

To create a course, specify course information, including course name, course description, and course dates. All dates and times listed are given in US Eastern time.

### To specify course information:

1. Enter the **Course Name**.
2. (Optional) Enter a course **Description** to help distinguish this course from another course, for example, the course number and section, or when the course meets.
3. Select a course type:
  - For most courses, select **For Student Enrollment** to create a course in which students will enroll.
  - Select **For Instructor Use Only** if you do not intend to enroll students in the course, and you want to use the course as a customizable template to create other student enrollment course sections.  
  
Instructor-only courses have a maximum duration of 60 months.  
  
(If you are creating a **For Instructor Use Only** course, the Course Enrollment Dates section is grayed out. Skip to step 5.)
4. Select Course Enrollment Dates:
  - For **Enrollment Start Date**, click the calendar icon to select the month, day, and year when you want students to start enrolling in your course.
  - For **Enrollment End Date**, click the calendar to select the month, day, and year when you want students to stop enrolling in your course.  
  
**Note:** 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. The default is the current date.
  - 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 (US Eastern Time). Students will be unable to access this course beyond the course end date, a maximum duration of 24 months after the course creation 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.  
  
**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. You should save grade data as soon as student access ends.

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.

**Note:** All Earlier Edition MyLabs (CourseCompass) courses will be retired in June 2014. Student access to these courses ends on June 15, 2014. Instructor access ends on June 25, 2014.

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. Click **Create Course Now**.

The course is created in as little as an hour or up to one day, depending on the size of the course materials you selected and the number of course creation requests in the queue. You do not need to stay signed in or be connected to the Internet while your course is created.

A 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 & Mastering New Design courses list on the courses page.

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

You receive an email confirmation and the course ID appears in the MyLab & Mastering New Design courses list after the course is created. The confirmation email provides a Student Registration Handout file, which includes the course ID required for student registration. After receiving the email, you can give the handout to students so they can enroll in your course. Do not send the course ID to students if course creation fails.

See "Access your new course" on page 6.

**After creating the course:**

- Click **Create or Copy Another Course** to create another course.
- Click **Back to your Courses page** to continue working.
- Click **Sign Out**.



## 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](http://www.pearsonmylab.com) or [www.pearsonmastering.com](http://www.pearsonmastering.com).
2. Click **Sign In**.
3. Enter your username and password.
4. Click **Sign In**.

A link to your new course appears in the MyLab & Mastering New Design courses 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. Click the number to open the roster. The roster shows each student's name, email, role, status, and temporary access information, if applicable.

Click **Details** to confirm that the dates you set for your course are correct and to update course information. You can change the course start and end dates, the enrollment start and end dates, the course name and other settings by clicking **Edit Course**. You can also click **Details** to download the Student Registration Handout. If you modify 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 Student Registration Handout when the course is ready.

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. The cost of a Student Access Kit varies, depending on the set of course materials you select when creating your course.

**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](http://www.pearsonmylab.com) or [www.pearsonmastering.com](http://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.

For some courses, students can access the full set of features in your course without payment for 17 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 (optional)

You can allow one or more section instructors to access your course, so they can help you create assessments, manage the gradebook, or make other modifications to your course. You can give a section instructor access to the roster as well.

Only instructors can allow section instructors to access their courses—section instructors cannot allow other section instructors to access courses.

To give section instructors access to a course, you obtain a student access code for them, they enroll as students, then you promote them to section instructors from the course. You can obtain student access codes for section instructors from your sales representative or from Pearson Technical Support.

### To enable a section instructor to access your course:

1. Confirm that the section instructor is enrolled in your course as a student.
2. Click the course name in the MyLab & Mastering New Design courses list.
3. Click **course settings > Course Roster** under the course title. (In some courses you click **Course Roster** under **Course Tools**.)  
The roster opens.
4. To find the student you want to promote to Section Instructor in the **Name** column, type a few letters of the student's name or email address in the search field . (Click **Show All** to clear your search results.) You can also click the first letter of the student's last name in the alphabetical list.  
**Note:** If a student is enrolled with temporary access, the student's role cannot be changed during the active temporary access period. After the student pays for access, the **Role** menu is available.
5. For **Role**, select **Section Instructor**.
6. For **Roster Access**, select **On** to grant roster access.  
By default, **Roster Access** is set to **Off**.
7. Click  to go back to the roster list.  
The student's row is highlighted to indicate a change.
8. Change the role for additional students in the list, if necessary.
9. Click **Save** to apply changes to all highlighted rows in the list, or **Cancel** to discard all changes and close the roster.  
The student's role is now Section Instructor in the roster, with Roster Access, if applicable.  
The Section Instructor role only applies within a particular course, not to any other course in which the student is enrolled.

**Note:** Instructors can click **Settings** at the top of the roster page to edit course settings such as the course name, description, enrollment dates, course duration, and copy settings. Section Instructors cannot edit course settings.

## 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 & Mastering New Design courses list.
2. Click **Details** next to the course name.
3. On the Course Details page, click **Delete Course**.
4. When the confirmation dialog appears, click **Delete** to permanently delete your course, or click **Cancel**.

## Navigate your courses

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

**The MyLab & Mastering courses page consists of the following areas:**

**MyLab & Mastering New Design** — Lists MyLab & Mastering courses with enhanced course management. The appearance of the course name indicates its status.

**Your Courses and Products** — Lists your Pearson product subscriptions, including those courses not yet available with enhanced course management.

**Announcements** — Displays general announcements and provides timely information and announcements about each of your courses.

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

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

**The top right corner of the MyLab & Mastering courses page provides links to:**

**Account** — Enables you to manage your Pearson account by editing your personal information.

**Help & Support** — Opens a page with links to online Instructor or Student Help and other support resources.

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

## Access role-specific information

The MyLab & Mastering courses 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.

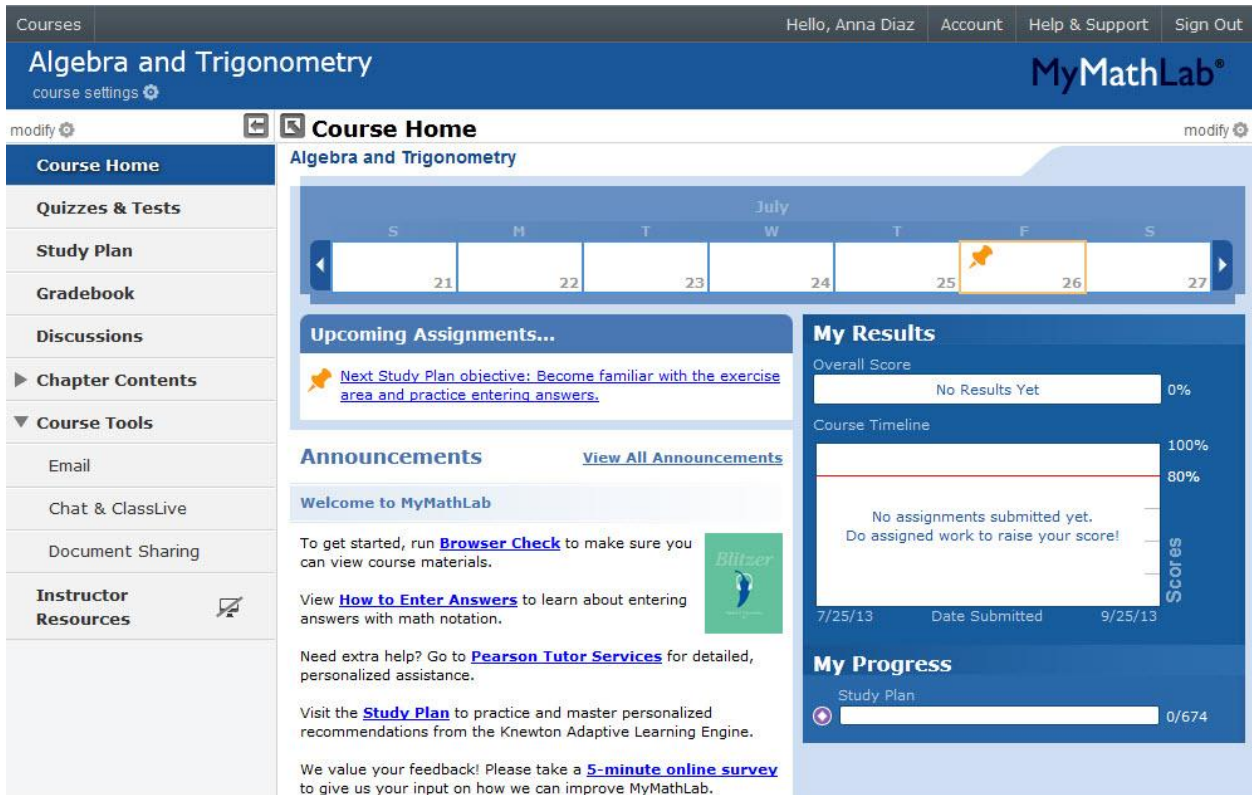
## Open a course

To open a course, click its name in the MyLab & Mastering New Design courses list on the MyLab & Mastering courses page.



Your course opens.

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

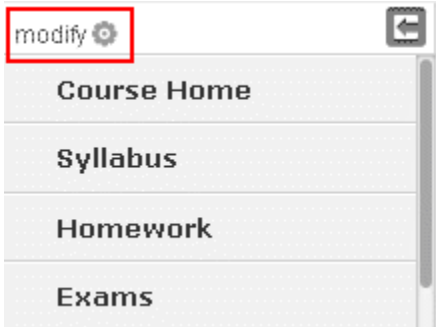


## Navigate in your course

Your course shows a [course menu](#) on the left, a [content pane](#) on the right, and a [banner](#) at the top.

### Course menu

You and your students access the tools and content in your course from the course menu. You can use **modify** above the course menu to add, arrange, rename, and hide menu items.



Your tools are typically grouped under a single menu item, such as **Course Tools**:



### Content pane

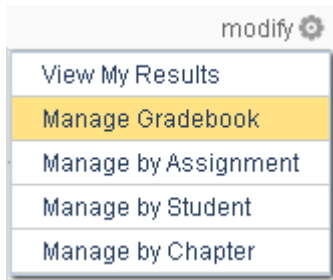
A **modify** menu appears above the content pane on many course pages. Click **modify** to access the instructor view of your pages, where you can edit your content to customize your students' learning experience.



This **modify** menu above the content pane typically contains a **View** and **Manage** command. Use **Manage** to edit the page and **View** to view the content as your students see it.



This **modify** menu may contain different commands depending on the page you are accessing in your course:



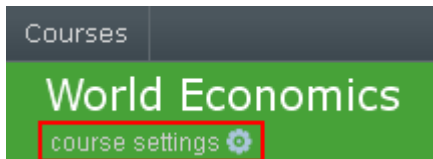
You can use the following icons to control the appearance of your content pane:

	To expand the content pane and hide the course menu, click the hide icon above the course menu.
	To redisplay the course menu, click the show icon.
	To fill your browser window and hide the banner, as well as the course menu, click the expand icon.
	To redisplay the course menu and banner, click the collapse icon.

**Note:** If you want to 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 or from Pearson Technical Support. 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.

## Banner

The **course settings** menu beneath the course title has the tasks you perform when you initially set up your course. These are tasks you would typically perform early in your course design process and don't often repeat.



The banner across the top of your course window provides general links.



In the course banner:

- Click **Courses** to return to your courses list.
- Confirm that you are signed into your course by noting the **Hello** message containing your name.
- Click **Account** to update your account profile.
  - **Note:** The Account link might not appear in the banner of some courses.
- Click **Help & Support** to access user assistance, including support and system requirements.
- Click **Sign Out** to exit your 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 eText, 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, copy, move, archive, restore or delete course content.
- Change the appearance of the course menu and course pages.

Click **Help & Support** for assistance as you modify your course.



## Set up your course

You have many options for customizing your course, including:

- Creating course [announcements](#)
- Adding a variety of [content](#)
- Designing your [course menu](#)

## Create announcements

### General Announcements

The Announcements area on the MyLab & Mastering courses page includes general announcements from Pearson Education. General announcements can be alerts for planned or unplanned system maintenance, or short descriptions of new product or software version releases.



### Course Announcements

You can also create your own course announcements to welcome students to your course, inform students about new content and assignments, remind students of upcoming tests, or post information about course-related resources. You can include links to other content or menu items within an announcement.

#### To create a new course announcement:

1. On the courses page, click the course name in the MyLab & Mastering New Design courses list to open your course.
2. Click **Announcements**.
3. Click **modify > Manage** at the top right of the page.
4. Click **Add Announcement**.
5. Type a brief subject in the **Subject** text box.
6. In the content editor, type your announcement, format the text, and add content.
7. Select **Display Dates** for your announcement.

The Display Dates default to the course start and end dates. If you do not enter Display Dates, the announcement remains on the list throughout the entire course.

8. Click **Add Announcement**.

The announcement appears as new and unread in the announcements view.

**Note:** This feature might not appear in your course, or it might be available with a different name or location. In some courses, the menu item for the announcements is **Course Home**.

## Add content to your course


You can add content such as Microsoft® Office documents, Adobe® PDF documents, images, videos, and other media resources to your course. You can associate some content types with menu items and place the menu items anywhere in your course menu.

You can also add content by uploading files and adding links 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 Web resources. Content pages are associated with menu items which you can add anywhere in your course menu.

### To add a content page:


1. Click **modify** above the course menu, and click **Add & Arrange**.
2. Click **Add new item** or **Add new item to main level** to add a new item to the main level of the course menu.
3. To nest a new item within another level of the course menu, click the expand icons ► and click **Add new item to...** at the level you want.
4. For **Select Item Type**, select **Content Page**.
5. Enter the **Menu Item Name** you want to appear in the course menu.  
The recommended limit for menu items is 60 characters.
6. Select **Hidden from Student** 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 in your student view at any time.
7. Click **Gradable** if you want to include the item in the gradebook. For **Pts**, enter the number of points you're assigning to the item.  
**Note:** These options might not appear in your course.
8. Click **Allow Submissions** if you want students to complete a submission for you to review.  
**Note:** This option might not appear in your course.
9. Click **Save** to add the new content page, or **Cancel** to discard your changes.
10. Click Close  and view the new menu item in the course menu.

Once you add the content page, select the new menu item from the course menu to view and modify it.

## Upload a resource and link to it

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

### To upload a resource and link to it:

1. In a content page, click **modify > 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 click the **Add a Link** icon .
3. On the Add a Link page, select **Link to Content or Files**, and click **Continue**.
4. To upload the resource, make sure the **Upload Content** tab is selected, and follow these steps:
  - a. For **Text to display**, type a link name for the resource you are uploading.
  - b. For **File to upload**, browse to the resource you want to upload and select it.
  - c. Under **Folder for content**, select the folder to contain the uploaded resource. You can instead create a folder for the new resource by selecting **New Folder** and entering a name for the folder.
  - d. Click **Add Link**.



The link appears in the content pane. Now that you have uploaded the resource, you can link to it from any content page in your course.
5. To add a previously uploaded resource, click the **Select Content from Course Folder** tab and follow these steps:
  - a. In the **Text to display** text box, type a link name for the resource you are uploading.
  - b. Under **Content to link to**, browse to the resource you want to link to, select it, and click **Add Link**.
6. Click **Save Changes**.
7. Click **modify > View** to test the link.








When your students click the link, the resource 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, click **modify > Manage** above the content pane. The content editor displays, 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 clicking the following icons:


- Insert a link: .
- Insert an image: .
- Insert a math equation: .
- Insert a symbol: .
- Insert a date: .
- Insert a time: .
- Insert a table: .

4. Click **Save Changes**.

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

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

You can click the **Preview** icon  to view your output and click the **Design** icon  to return from the HTML view.

6. Click **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. Click **Save Changes** before changing modes.
7. Spell check your content at any time by clicking the Spellchecker icon .

## Design your course menu

Click **modify** above the course menu to add, arrange, and hide menu items. You can also customize the look of your course by selecting a color and style theme. Move your content items to any level of your custom course structure. By customizing the course menu, you can guide your students in a way that makes sense for each class.

- Add and arrange menu items.
- Archive menu items.
- Apply a color and style theme.
- Restore or delete archived menu items.

## 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.

**Note:** Earlier Edition MyLabs (CourseCompass) courses will be retired in June 2014 and no longer available to copy. Some courses may be retired prior to June 2014. If you attempt to copy a retired course the copy will fail and you will be prompted to return to the Create or Copy a Course page or to upgrade the course.

## Create a course with pre-built course materials

You can create courses with pre-built content, such as assessments, multimedia presentations, and online 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. In the MyLab & Mastering New Design courses list on the MyLab & Mastering courses page, click **Create/Copy Course**.
2. Select course materials (see "Select course materials" on page 3).
3. Specify information about the course (see "Specify 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. In the MyLab & Mastering New Design courses list, click **Create/Copy Course**.
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 click **Go**.
5. To specify course information, see "Specify 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.

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

### To copy another instructor's course:

1. Contact the other instructor to get the course ID.
2. In the MyLab & Mastering New Design courses list, click **Create/Copy Course**.
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 click **Go**.
6. To specify course information, see "Specify course information" on page 4.

## Make multiple copies or sections of a course

### To make multiple copies or sections of a course:

1. In the MyLab & Mastering New Design courses list, click **Create/Copy Course**.
2. Select **Make Multiple Copies or Sections of a Course**.  
The Select a Course list appears.
3. From the list, select the course you want to copy and click **Go**.
4. In the **Number of Courses** box, enter the number of course copies you want to create and click **Update**.
5. Edit the course and section names as needed.
6. You can change the **Course Enrollment Dates** and **Course Duration** for all copies.  
After the course copies are created and appear in the MyLab & Mastering New Design courses list, you can change the course dates and other course settings for each individual course copy or section. Click **Details** next to the course name then click **Edit Course**.
7. When ready to create your copies, click **Create Courses Now**.