



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

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## Get started with MyLab and Mastering

To gain access for the first time and create a course, follow the steps below to request access and register.

**Learning management system (LMS) customers:** If you plan to link your MyLab and Mastering account with another LMS, such as Blackboard, Brightspace, Canvas, or Moodle, instead see [LMS Help for instructors](#).

### Request access and obtain an instructor access code

MyLab and 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 can't access this material, instructors register with instructor-only access codes.

#### You can obtain an instructor access code in the following ways:

- Request an access code online:
  1. Go to [www.pearsonmylabandmastering.com](http://www.pearsonmylabandmastering.com).
  2. Select **Educator** under **Register**.
  3. If you don't have an access code select **I need to create or copy courses**.
  4. Select **No, I would like to request access** and follow the instructions to complete your request.
- Contact your [Pearson rep](#).

You'll receive an email within four business days with the instructor access code that you'll use to complete the instructor registration process.

**Note:** Instructor access codes are valid for a single redemption only. You cannot share an access code. Encourage your colleagues to request their own access codes free of 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 and 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.pearsonmylabandmastering.com](http://www.pearsonmylabandmastering.com) and select **Educator** under **Register**.
3. Select **I need to create or copy courses**.
4. Select **Yes, I have an access code** and follow the instructions.

**Tip:** To access your courses, students must also register online. (For more information, see "Enroll students in your course" on page 11.)

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 choose **Select your product for training and other support info** under Training & Support for Educators.

## Sign in

You sign in each time you want to access your MyLab and 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.pearsonmylabandmastering.com](http://www.pearsonmylabandmastering.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 My Courses page appears, including the courses you created.

## Create a course

To create a course, you can either search the Pearson catalog for course materials to create a new course, or you can copy an existing course.

### To create your first course:

1. Select **Create/copy course** on the **My Courses** page.
  - [Search for course materials from the Pearson catalog](#), or
  - [Copy an existing course created by another instructor](#).
2. Enter course details. (See "Enter course details" on page 8.)
3. Select **Create course**.

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

## Search for course materials from the Pearson catalog

Course materials are compilations of pre-built content that may include assessments, study plans, simulations, and Pearson eText.

### To search for course materials from the Pearson catalog:

1. Under Choose from catalog:
  - Select **All disciplines** to filter by one specific discipline, and/or
  - Enter an author's name, textbook title, ISBN, or other keyword in the search box.
2. Select **Search**.

Choose from catalog

Select discipline      Enter author, title, ISBN, or keyword

All disciplines ▾            Search

Copy an existing course

Select from my existing course list

Enter a course ID (example: name12345)

     Search

3. On the Select Course Materials page, choose **Select** next to the course materials you want to use.

**Note:** Order the appropriate ISBNs for your students based on the course materials you select on the Select Course Materials page. For more information, see "Enroll students in your course" on page 11.

4. Enter the course details, for example, Course Type and Course Name. (See "Enter course details" on page 8.)
5. Select **Create Course**.

## 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 later. 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's unique course ID.
2. Select **Create/copy course** on the My Courses page.
3. Under Copy existing course, **Enter the Course ID** then select **Search**.


The screenshot shows a web interface with two main sections. The top section, titled "Choose from catalog", includes a "Select discipline" dropdown menu (currently set to "All disciplines"), a text input field labeled "Enter author, title, ISBN, or keyword", and a "Search" button. The bottom section, titled "Copy an existing course", features a button labeled "Select from my existing course list". Below this is a text input field with the placeholder text "Enter a course ID (example: name12345)" and a "Search" button. A red rounded rectangle highlights the "Copy an existing course" section, specifically the input field and its associated "Search" button.

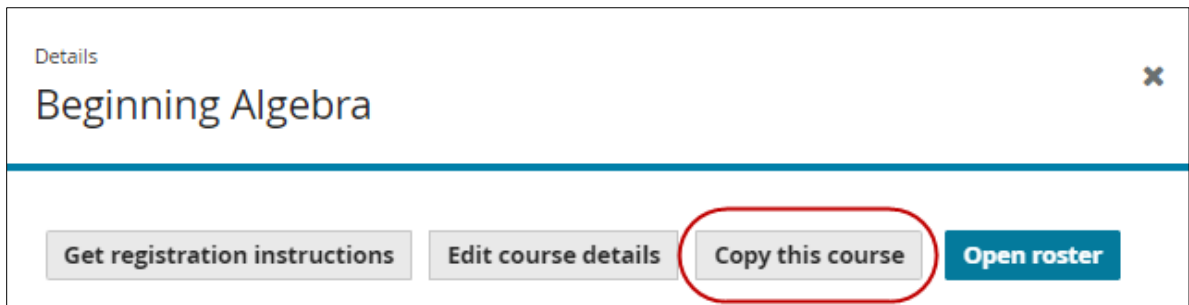
4. **Select** the course you want to copy on the Search Existing Courses page.
5. Complete the course details fields. (See "Enter course details" on page 8.)
6. Select **Create course**.

## Copy your own course

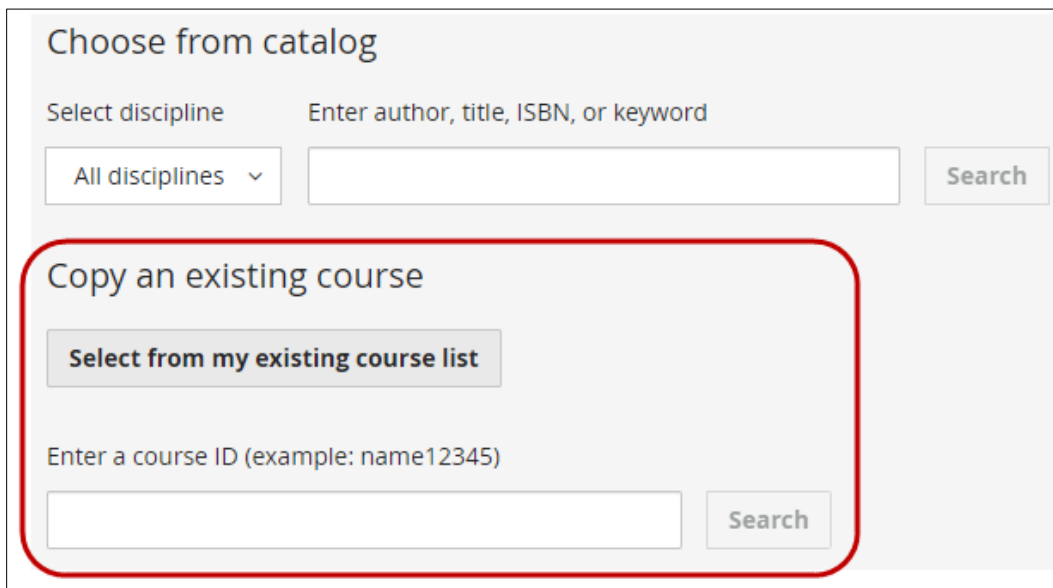
When you copy an existing course that you created, the original course remains unchanged.

### To copy a course you created:

1. Choose one of the following:
  - On the My Courses page, select  **Details** for the course you want to copy then select **Copy this course**.



- Select **Create/copy course** on the My Courses page. Under Copy an existing course, either **Select from my existing course list** or **Enter a course ID**.



If new edition or new version course materials are available for your course, at this point you can instead choose to create a new course using those materials.

2. Complete the course details fields. (See "Enter course details" on page 8.)
3. Select **Create course**.

## Enter course details

To create or copy a course, enter course details, including course name, course description, and course dates. The required course information varies depending on course type.

If the Enter Course Details page shows incorrect materials, select **Cancel**, and then search for different materials from the catalog or an existing course.

To save time, if you intend to make several student courses with the same content, create an *Instructor-use Course* first to set up assignments and customize the content. When the course is ready, copy it to create multiple Student-use Courses for student enrollment.

### To enter details and create a course:

1. Select a Course Type.

You might not see all of these options depending on the course materials you have selected to create or copy.

- To organize your course structure and customize assignments in this course before copying it to student courses for enrollment, select **Instructor-use Course**.
- Select **Student-use Course** if students will enroll in this course.
- If you selected coordinator course materials from the catalog, the course type is set automatically as **Coordinator Course**. Organize your course structure and customize assignments in this course before copying it to Member Sections for enrollment.
- Select **Member Section** if students will enroll in this course. Member Sections are linked to a Coordinator Course.

**Note:** Instructor-use Courses are not Coordinator Courses; they don't provide the additional course group management features available in Coordinator Courses. Student-use Courses created from an Instructor-use Course are independent from one another, and future changes in the Instructor-use Course do NOT flow to Student-use Courses. However, some MyLab series support conversion from Instructor-use to Coordinator Course after course creation. See the [Pearson Support article \(XL Coordinator Member Sections\)](#), or contact your [Pearson rep](#) for more information.

2. (Optional) Enter the Number of Copies you want to create, then select **Update**.

- Number of Copies is available only when copying to student courses or member sections. You can't make multiple copies of instructor courses, or when creating student courses from catalog materials.

3. Enter a Course Name.

- The course name can be up to 65 characters.
- Enter a name students will easily recognize. For example, use the same name that's in your syllabus.
- When creating multiple copies, the first course name you enter is the default for all copies, with the addition of a section number for each. You can rename copies.

4. (Optional) Enter a Description.

- Enter text that helps you identify the course. For example, add the course number and section, or when the course meets. Students don't see this text.
- When creating multiple copies, the description you enter for the first course is the default for all copies. Give each copy a unique description if you want.



5. Enter Course Dates for student courses. Use the calendar to select the dates when you'll teach the course.
  - When creating multiple copies, you can select **Apply to all copies** for course dates.
  - Student access begins on the course start date and ends early the next morning after the course end date. (For example, if you select Jun 1, 2019 as the end date, student access ends early in the morning of Jun 2, 2019 Eastern Time.)
  - You can change the start date for student courses anytime before students enroll. After the first student enrolls, a 90-day limit for course start date changes takes effect.
  - The course end date can be up to 24 months from the course start date. (The maximum duration may be less than 24 months for some course materials.)

**Tip:** Set the course end date about one month after the last day of classes to let students complete makeup work or study for final exams. As soon as student access ends, save grade data.

**Note:** As the course owner (creator), you can access the course until it's automatically deleted, about one year after student access ends. Before the course is deleted, you'll receive several email reminders to export the gradebook and make a copy of your course for reuse later.
6. Enter Enrollment Dates for student courses. Use the calendar to select the dates that students can enroll.
  - After you enter the course start date, enrollment dates are set automatically for the first 14 days of the course to correspond with the temporary access period. Change enrollment dates as you like.
  - Students with temporary access can pay anytime to regain full access to the course, even after the enrollment period ends or after temporary access expires.
  - When creating multiple copies, you can select **Apply to all copies** for enrollment dates.
7. (Optional) For Allow Copy, select **Instructors can copy this course**.
  - After you receive email confirming course creation, you can send the course ID to the other instructors so they can make a copy of your course.
  - When another instructor makes a copy of your course, all content is copied, with the exception of the gradebook, roster, and calendar events.
8. (Modified Mastering course copies only) For Assignment Dates, select one of the following options when copying a Modified Mastering course: **Don't copy assignment dates**, **Copy exact dates** (the default), or **Adjust dates based on this first assignment due date**.

*Modified Mastering instructors:* Learn more about the [characteristics of a copied course](#).
9. Select **Create course**.

To stop creating the course, select **Cancel** to go to the Create a Course page, or select **Exit** to return to the My Courses page.

The You're done! confirmation page shows a set of course details you entered for every course you just created. The course ID is not available until your course is ready. New courses may take up to three hours to create.

You'll receive an email confirmation when the course is ready. If you don't receive email confirmation within three hours, check your spam folder. The email is from support@pearson.com. You may want to add this address to your approved senders list.

While you're waiting for the course to create, you can:

- Select **Create another course** to create another course.
- Select **Return to My Courses** to continue working.
- Select **Sign Out** to exit your account. You do not need to stay signed in to your account while the course is created.

### Notes

- All dates and times listed are given in US Eastern Time.
- If necessary, you can edit course details later.

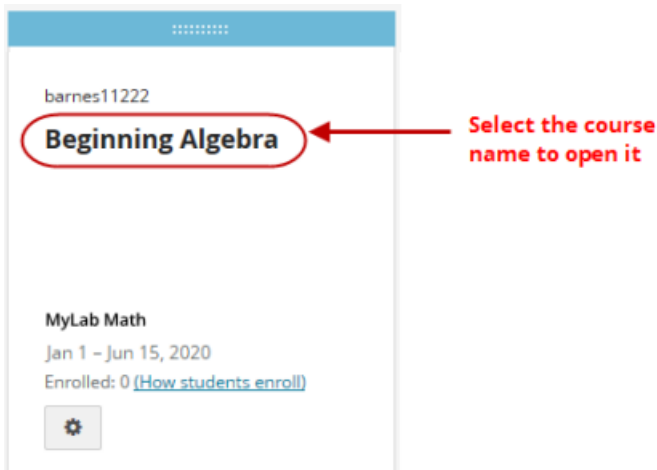
## Access your new course

You receive an email when your new course is ready.

### To access your new course:

1. Go to [www.pearsonmylabandmastering.com](http://www.pearsonmylabandmastering.com).
2. Select **Sign in**.
3. Enter your username and password.
4. Select **Sign in**.

Your new course appears on the My Courses page:



5. Select a course's name to open it.

You may see a message about supported browsers and operating systems or enabling pop-ups and cookies. Following these recommendations improves your experience with the course.

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.

**Enrolled: 0** appears when no students are enrolled in your course. Select **How students enroll** for more information about enrollment. The **Enrolled** 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, temporary access information, and payment type, if applicable.

Select **Details** to open the course Details page and confirm that the dates you set for your course are correct. To change the course start and end dates, the enrollment start and end dates, the course name and other options, select **Edit course details** on the course details page. You can also download the Student Registration Instructions from the course details page, if available. If you change the course name, the Student Registration Instructions automatically update to reflect the new name.

## Enroll students in your course

You can create your course and revise its contents as you want. When you decide the course is ready, students can enroll.

### To give students access to your course:

1. Find your course ID.

The course ID is your last name and five digits (for example, wong63229). Copy the course ID from the course confirmation email, the course tile on the My Courses page, or on the course details page.

2. Send students the course ID and the Student Registration Instructions you receive with your course confirmation email. You can also download the PDF instructions from the course details. Students must enter the course ID when they register and enroll in your course.
3. Order student access kits for the textbook you selected (optional).

Students can purchase access with a credit card or PayPal during online registration, but if you also want to allow students to buy an access code at the campus bookstore, you order student access kit ISBNs from your [Pearson rep.](#)

Each student access kit consists of a card with enrollment instructions and a student access code. A student can use this nontransferable access code only once.

**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 subsequent semester courses, if you or another instructor create those courses with the same course materials (as identified by the ISBN).

## How students register

The student registration process is similar to instructor registration, except that students must provide the course ID and purchase access. Students also register and sign in at [www.pearsonmylabandmastering.com](http://www.pearsonmylabandmastering.com).

The course confirmation email you receive includes a link to a unique *Student Registration Instructions* PDF for your course. To help students enroll, send the link to them or print the PDF to hand out in class. If a registration PDF is not available for your course, see [how to enroll students](#).

Upon enrollment students might be offered "time-based" payment options to gain access to your course for less time than the full duration of your course at a reduced price. Also, if a student is waiting for financial aid, temporary course access without payment for a limited time may be available to use one time for a particular course. With temporary access students can start their coursework right away and avoid missing deadlines. For more information about student access options, contact your [Pearson rep.](#)

## Enroll section instructors in your course

**Note:** If you are teaching a Modified 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, on the course tile on the My Courses page, or on the course details page.

- **Section instructor access code**

Obtain section instructor access codes from your [Pearson rep.](#)

**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 and Mastering website](#), and select **Educator** under **Register**.
3. Select **I need to enroll in a course created by another instructor**.
4. Enter the course ID the course owner gave you and select **Continue**.
5. 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**.
6. Select **Create** and follow the 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**.

7. Select **Access Code**.
8. 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 and Mastering website](#), and sign in with your Educator username and password.
3. Select **Enroll as section instructor** on the My Courses page.
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

If you decide not to teach a MyLab or Modified Mastering course, you can permanently remove it. You can delete any course that you created as an instructor.

### To delete a course:

1. On the My Courses page, select  **Details** for the course.
2. Select **Edit course details** on the course details page.
3. Select **Delete course**, or **Cancel**.

The course is deleted and no longer appears on the My Courses page.

### Notes

- Be sure to export student grades before deleting a student course that has ended.
- Let students know before you delete an active course, since they will lose access to their work. To avoid confusion, also contact any section instructors or teaching assistants before you delete the course.





## Explore the My Courses page

After you register, the My Courses page opens each time you sign in. This page provides all your Pearson Education products and services in a single location, including MyLab and Modified Mastering courses. To open a course, select its name under Active or Inactive.







The screenshot shows the Pearson My Courses interface. At the top left is the Pearson logo. At the top right, it says "Hi, Penelope Lopez" with a dropdown arrow, "Sign Out", a notification bell icon, and "Help". Below the header is the "My Courses" title. To the right of the title are two buttons: "Create/copy course" (in a blue box) and "Enroll as section instructor" (in a grey box with an info icon). Below the title are two tabs: "Active" (underlined) and "Inactive".

Below the tabs is a search bar labeled "Search all my courses" with a magnifying glass icon. To the right of the search bar is an "Add category" button and two view icons (a 2x2 grid and a list view). The main content area displays a grid of course cards:

- Card 1 (blue header):** ID: barnes11222. Title: **Beginning Algebra**. MyLab Math. Jan 1 - Jun 15, 2020. Enrolled: 0. ([How students enroll](#))
- Card 2 (blue header):** Category: Instructor Course. Title: **Beginning Algebra, 13th Edition**. MyLab Math. [Active Student Courses: 1](#) (info icon). Includes a gear icon.
- Card 3 (green header):** Category: Coordinator Course. Title: **Office 2019**. MyLab IT. [Active Member Sections: 0](#) (info icon). Includes a gear icon with a "Details" label and a mouse cursor pointing to it.
- Card 4 (green header):** Category: Modified. ID: barnes19712. Title: **Environmental Science 101**. A notification banner says "New version available." (info icon) with a close button (x). Mastering Environmental Science. Jan 1 - Jun 15, 2020. Enrolled: 0. ([How students enroll](#))
- Card 5 (blue header):** Title: **Instructor Resource Center**. Apr 14, 2010 - Dec 31, 2030. Includes a gear icon.

- The **Active** tab lists all of your active MyLab and Mastering courses including active student courses you are teaching, coordinator courses or instructor courses you are managing, as well as other Pearson product subscriptions.
- Student courses that have ended appear on the **Inactive** tab. Courses show for 12 months beyond the end date unless you delete them. [Create a copy](#) if you plan to teach again with this content.
- To create a new MyLab or Modified Mastering course from the Pearson catalog or to copy an existing course, select **Create/copy course**.
- If you want to enroll as a section instructor in another instructor's course, select **Enroll as section instructor**. You will need the instructor's course ID and a section instructor access code.
- To find courses located on any of your My Courses pages (Active, Inactive, and within coordinator member section lists and instructor student course lists), type a keyword **Search all my courses**. You can search by course name, course ID, or other course details, such as the course dates. The search results page lists all matching courses. Filter the results to show matching courses by course type.
- Courses appear as tiles by default. Select  to switch to a list view. Select  to again see courses as tiles.
- Select **Add category** to organize courses on the page as you like, especially if you are teaching or coordinating many courses. You can add categories to any page view: Active, Inactive, and within coordinator member section lists and instructor student course lists.
- To change the order of your course list, select  to drag a course to another location on the page or to another category.
- Select  **Details** to see course information, such as the course ID, instructors' names, your role, all course dates, course copy history, and original materials. The course details page also gives you access to key tools for working with your course, such as the roster and student registration instructions.

### Banner tools and navigation

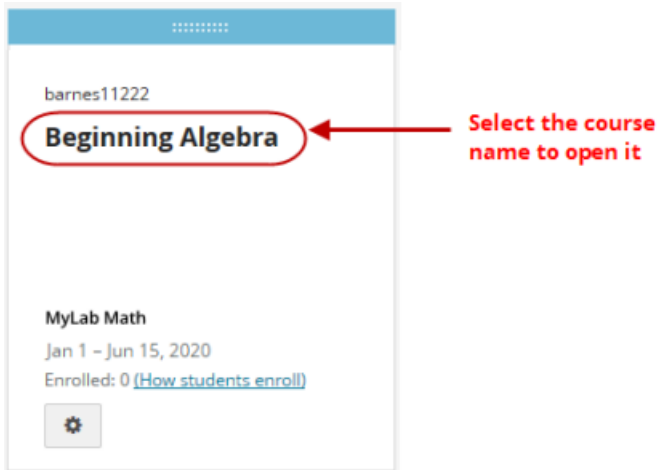
- **Account** — To see your account profile and purchase history, or to change your personal information (such as your email address or password), select your name in the banner, and then select **Account**. (On small devices select the account icon , and then select **Account**.)
  - **Sign Out** — Select **Sign Out** at the top of any page to protect your account and prevent the next user of the computer from accessing your instructor resources, such as the gradebook. This is especially important in a computer lab or shared office environment. (On smaller devices select the account icon , and then **Sign Out**.)
  - **Announcements**  — Pearson announcements may include alerts for planned or unplanned system maintenance, short descriptions of new product or software releases, or other important product information.  
To read general Pearson announcements, select the announcements icon .
- Note:** *Your* course announcements don't appear on the My Courses page or on the Announcements page. Instead, you typically post course announcements for your students within the course on the home page.
- **Help** — To search Instructor Help or access Pearson Support, select **Help**. (On smaller devices select the help icon .)
- You can also select  for more information about specific features.

## Access role-specific information

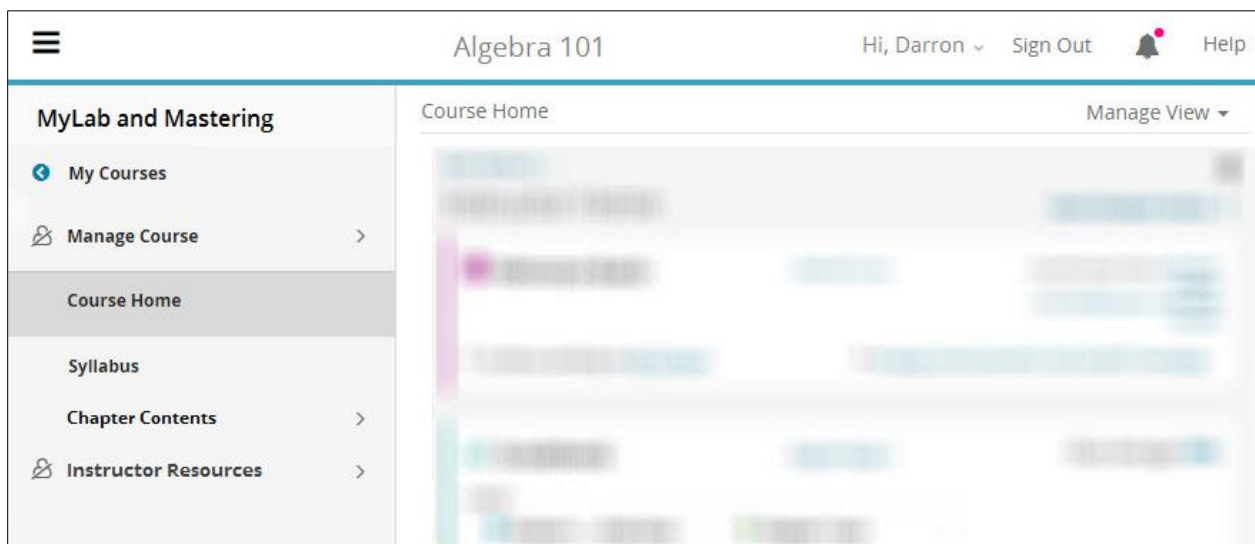
The My Courses from Pearson page shows specialized information depending on whether you're an instructor, a section instructor, or a student. Instructor information is not accessible to students, although student information is available to instructors.

## Navigate in your course

To open a course, select its name on the My Courses page.



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



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



## Banner navigation and tools

The course name appears in the banner so you can confirm that you opened the correct course.

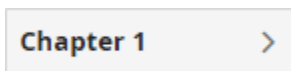


- **Menu** — To hide the course menu and expand the content pane, select the menu icon . On smaller devices like tablets or phones, the course menu is hidden when you open the course. When you select the menu icon to navigate through the course menu, you may need to scroll to see the content pane.
- **Account** — To see your account profile and purchase history, or to change your personal information (such as your email address or password), select your name in the banner, and then select **Account**.  
**Note:** The Account link might not appear in the banner of some courses.
- **Announcements** —To read general Pearson announcements, select the announcements icon .  
**Note:** *Your* course announcements don't appear with general Pearson announcements. Typically, you send and post course announcements for students on the course home page.
- **Sign Out** — To exit your course and sign out of your account, select **Sign Out**.
- **Help** — To access Help & Support resources select **Help**.

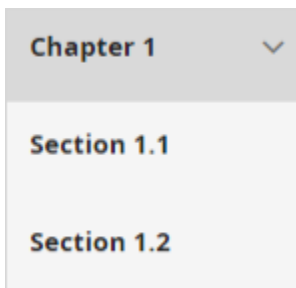
## Course menu navigation

Use the course menu to navigate through your course content. Select a menu item and its content opens in the content pane. In most courses you see Course Home in the content pane when you first open your course.

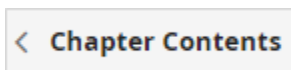
- **My Courses** — From the main menu, select **My Courses** to access your other courses.
- **Main Menu** — Select **Main Menu** to go to the top level of your course menu.
- **Submenus and subitems** — Select an item with the submenu icon to show its subitems, such as chapter content or other tools.



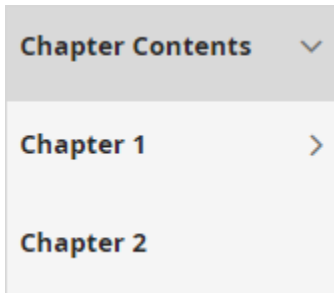
The following example shows *Chapter 1* and its subitems *Section 1.1* and *Section 1.2*.



Select an item with the return icon to move up to that item in the course menu.




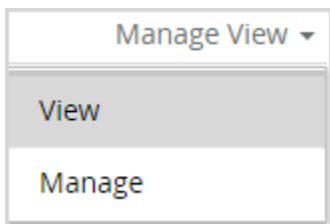
The following example shows *Chapter Contents* and its subitems *Chapter 1* and *Chapter 2*.



## Menu item management

As an instructor, you can customize the items in your course menu and control the content that students see.

- **Manage Course** — Select **Manage Course** from your course menu to add, arrange, rename, archive, and hide menu items on the **Edit Course Menu** page, and to access other course management tools.
- **Hidden items** — The hidden item icon  means that students don't see the item in their course menus. Instructors see hidden items, and can hide any item from students.
- **Manage View** — You can edit any menu item where **Manage View** appears above the content pane. This menu typically contains only **View** and **Manage** options, but you may see additional options in your particular course.
  - To access the editing tools and customize your content, select **Manage**.
  - To see the content as your students do, select **View** when you're done editing.



**Important:** If you want to see your whole course as your students see it, you need a separate student account. You can obtain student access codes from your [Pearson rep](#). 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 from the catalog, notice that its content corresponds with the textbook you are using. Online content may include such learning resources as Pearson eText, 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.
- Upload your school logo to the course menu.

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

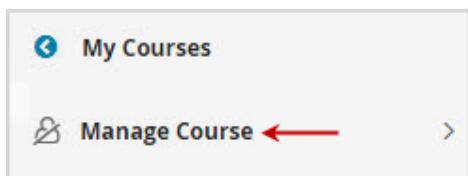
You can add documents, HTML, images, videos, and other media resources to your course content. You can associate some content types with menu items and place the menu items anywhere in your course menu. You can also upload files and add links to them within any content page in your course.

## 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** and then select **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, choose **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** and then select **View** to test the link.

When your students select the link, the content of the linked file 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** and then select **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. Use the toolbar commands as needed:
  -  Link
  -  Image
  -  Math equation
  -  Symbol
  -  Date
  -  Time
  -  Table


4. Select **Save Changes**.

**Important:** Save your changes before navigating away from editing view. For example, if you select **Manage View** and then select **Manage** 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.

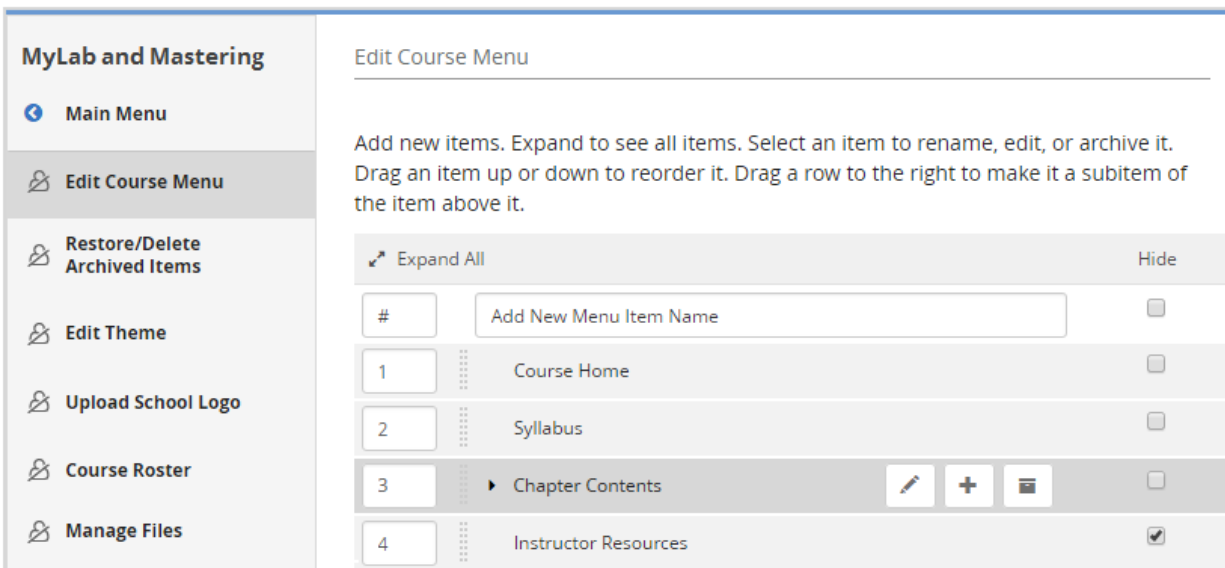
You can select the **Preview** icon  to see your output and select the **Design** icon  to return from the HTML view.




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.



Expand All		Hide
#	Add New Menu Item Name	<input type="checkbox"/>
1	Course Home	<input type="checkbox"/>
2	Syllabus	<input type="checkbox"/>
3	Chapter Contents   	<input type="checkbox"/>
4	Instructor Resources	<input checked="" type="checkbox"/>

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