

MySkillsLab®

Instructor QuickStart Kit

Hyperlinks have been embedded so you can go to specific Web sites or areas within the document (ctrl+left click).

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What is MySkillsLab?

MySkillsLab is the only online resource your students need to develop their writing, reading and study skills. Students can sharpen their writing skills using Pearson's MyWritingLab and improve their reading skills with MyReadingLab all in one place. The grammar diagnostic pre-test measures a student's knowledge of sentence structure, punctuation, usage, and basic grammar. The Reading-skill diagnostic tests assess students' mastery of critical reading skills. Reading-level diagnostics tests allow you to leverage the Lexile Framework® (<http://www.lexile.com>) to accurately assess each student's reading level and help each student improve.

Getting Support

Help is available 24/7.

Support via the MySkillsLab Page

The MySkillsLab portal page provides direct links to support resources.

- [Tours and Trainings](#) (click link to go to MySkillsLab page)
 - Video Introduction to MySkillsLab
 - Video Demonstrations
 - Weekly Online Trainings

Contact Customer Technical Support

If you need assistance with MySkillsLab and cannot find the information you need on the website or in the documentation, contact Pearson Customer Technical support at <http://247pearsoned.custhelp.com/>.

MySkillsLab®

QuickStart Guide

Three Easy Steps to Getting Started

1. Log in to MySkillsLab
2. Create a course
3. Provide students with your CourseID

1. Log in to MySkillsLab

- Go to the website <http://www.myskillslab.com>.
- Click the **Log in** button under **Returning Users**.



Enter your **Login Name** and **Password** and click the **Login** button.

** If you do not already have an access code or a log-in, you may request one from your Pearson Representative. (Help me [find my rep.](#))

2. Create a Course

Which page you see depends on whether you have already created MySkillsLab courses:

- **Choose Your Course Type:** This screen is displayed if you have not yet created any courses.
- **Home:** You have created one course and are now on that course's Home tab.
- **My Courses:** You have created two or more courses and need to select a course to enter.

When creating a course, you choose whether to create a generic course based on the **reading** level. If you are not sure, contact your Pearson Sales Representative. (Help me [find my rep.](#))

The Course Builder wizard takes you through the steps of creating a new course:


Step 1a: Choose Your Course Type

The first step is to select the course type:

- **Use a generic MySkillsLab course:** Select this option when creating a new course.
- **Copy or link to a course from your course list:** Select this option when you want to copy or link to one of your own courses.
- **Copy or link to a course from the public course list:** Select this option when you want to copy or link to another instructor's course.

What the course types mean:


- **Creating a new course** is the process of setting up a new course and specifying the course settings, including whether other instructors can copy or link to the course.
- **Copying a course** is the process of setting up a new course based on an existing course. Once the course is customized to your liking, you can copy it for the next semester's class. You can fully customize a copied course.
- **Linking to a course** creates a course that is based on an existing course. You cannot customize its Study Plan or course copy properties: Any changes made to the Study Plan or course copy settings in the original course are automatically reflected in the linked course.

 Thomas DeMarco [My Courses](#) [Help](#) [Logout](#)

Course Builder

Step 1: Choose Your Course Type 1 2 3 4 5

Choose whether to begin with the default course for your textbook or a course customized by you or another instructor.



- Create a new MySkillsLab course
- Copy or link to a course from your course list
- Copy or link to a course from the public course list

Need more information on course types? [Click here](#)

Step 1b: Choose Your Product

When creating a course, you choose a generic course level.



The screenshot shows the 'Course Builder' interface at Step 1: Choose Your Product. At the top, there are five numbered steps (1-5) with step 1 highlighted. Below the steps, there is a magnifying glass icon and the instruction: 'Place your mouse over the magnifying glass to see more details. To select a product, click the radio button at the left and then click Continue at the bottom of the page.' The main area is titled 'Product' and 'Page 1 of 1'. It lists four course options, each with a radio button and a magnifying glass icon:

- Advanced Writing and Reading Course, 1le
Pearson Education
- Fundamentals Writing and Reading Course, 1le
Pearson Education
- Intermediate Writing and Reading Course, 1le
Pearson Education
- Introductory Writing and Reading Course, 1le
Pearson Education

At the bottom right, there are 'Continue' and 'Cancel' buttons.

Step 2: Name Your Course

Use this page to enter a course title, section name, start and end dates, and time zone.
(*Note: Students cannot enroll in a course once the end date has expired)



The screenshot shows the 'Course Builder' interface at Step 2: Name Your Course. At the top, there are five numbered steps (1-5) with step 2 highlighted. Below the steps, there is a legend: '* = Required field'. The main area contains the following fields:

- Choose an intuitive name for your new course. Enter a section number here as well. All fields are required.
- Enter a title for your new course (e.g. Developmental English) *
- Enter a section name for your new course (e.g. ENG-009) *
- Intermediate Writing and Reading Course
Pearson Education
- Add Course Start Date (Click the calendar icon) *
- Add Course End Date (Click the calendar icon) *
- Set Time Zone *
- Select Time Zone *

At the bottom right, there are 'Continue' and 'Cancel' buttons.

Step 3: Set Student Access Properties

These properties determine when students have access to the course and whether they need a password.

Step 4: Set Course Copy Properties

Use this page to specify whether other instructors can copy or link to this course.

Step 5: Study Plan Properties

Choose to use the Reading Level content (Lexile Framework for Reading) or leave it as is. Selecting **Yes** will automatically load the Reading Level content and require the Lexile Locator.

Use the next option(s) to specify if/what diagnostic pre-tests the students will be required to take before entering the course:


Reading Skills Diagnostic
Grammar Diagnostic

(If you select Yes, then you must choose at least one pre-test)

Selecting **No** lets students take the diagnostic tests at any time.

(Writing) Specify which exercise(s) students count toward students' mastery—**Recall, Apply, and/or Write**—and specify the **Mastery Score** for each. For Recall and Apply exercises, also specify whether MyWritingLab is to make all, one, or two exercise **Sets Available**.

(Reading) Specify which exercise(s) students count toward students' mastery—**Practice** and/or **Test** exercises—and specify the **Mastery Scores** for each. For Practice and Test exercises, also specify whether MyReadingLab is to make all, one, or two exercise **Sets Available**. Also specify whether you want to **Manually Grade Short Answer Questions** (where students type their responses to questions in a text box). If you select **Yes**, you must grade these answers before a student can continue to the next exercise set.


Thomas Dell'Arco [My Courses](#) [Help](#) [Logout](#)

Course Builder

Step 8: Set Study Plan Properties 1 2 3 4 5

Study Plan Properties

If you are interested in assessing improvements in your students' reading levels, turn on reading level content. Reading level content is powered by our Lexile diagnostic system.

Reading Level Properties:

* Use Reading Level Content: Yes No

Reading Level Exercise: Manually Grade Short Answer Questions

Lexile Password:

Lexile Locator Password:

*Note: Choosing to use Reading Level Content requires students to take the Reading Level Locator Test. The Locator Test will establish the students' initial Lexile (reading) Level.

Choose whether your students will be required to take the diagnostic pre-test(s) at the start of the course. If you decide not to require them, students can take them at any time.

Diagnostic:

Require Diagnostic Pre-Test(s) at the start of the course: Yes No

*Select the diagnostic test(s) that students are required to take from the following list. If you wish, you may require that students enter a password before taking a diagnostic.

Title	Required	Password
Reading Skills Diagnostic Pre-Test	<input type="checkbox"/>	<input type="text"/>
Sentence Grammar	<input type="checkbox"/>	<input type="text"/>
Punctuation and Mechanics	<input type="checkbox"/>	<input type="text"/>
Usage and Style	<input type="checkbox"/>	<input type="text"/>
Basic Grammar	<input type="checkbox"/>	<input type="text"/>

Choose which exercise types will be required and how many exercise sets will be available for students to take. To master a topic, a student must achieve the mastery score or higher for each required exercise.

Writing:

Recall:

Required for Mastery: Yes No

Mastery Score:

Sets Available:

Apply:

Required for Mastery: Yes No

Mastery Score:

Sets Available:

Write:

Required for Mastery: Yes No

Mastery Score:

Drafts Available:

Diagnostic / Study Skills:

Practice:

Required for Mastery: Yes No

Mastery Score:

Manually Grade Short Answer Questions: Yes No

Sets Available:

Test:

Required for Mastery: Yes No

Mastery Score:

Manually Grade Short Answer Questions: Yes No

Sets Available:

Note: If you selected the short answers to be manually graded, students cannot attempt another exercise set until the responses are actually marked as correct or incorrect. Most exercises contain multiple sets of questions. Choose whether mastery should be based on the most recent or highest score(s).

Mastery Criteria:

You can force students to complete Practice Exercises before they can take Tests. Select the number of Practice Exercise sets the student must complete prior to taking Tests.

No. of Practice Sets:

3. Provide students with your CourseID

In order for students to join (enroll in) your course, they must have the Course ID. A course ID starts with the instructor's name followed by a series of numbers ending with a letter; for example, **Smith0418509C** or **Hackley657088S**.

MySkillsLab®

Instructor FAQs

click the hyperlinked question to be brought to that question below

[Are video tutorials available?](#)

[What “time” does “Time on Task” actually measure?](#)

[Can students get automatically logged off?](#)

[What does “Save,” “Save and Return,” and “Save and Submit” mean?](#)

[Why do my students see an “N/A” next to Test?](#)

[How do I delete a student’s work?](#)

[Can I reset my students’ Lexiles?](#)

[How does the Manually Grade Short Answer Questions setting work?](#)

[Can I integrate this with my CourseManagement course/system?](#)

[How can I access the User Guide?](#)

[How do I view my students’ work within a topic?](#)

[How do I view a student’s summary of a set?](#)

[How do I export grades from the Gradebook?](#)

[Where can I find my CourseID?](#)

[How do I edit my Pearson account information?](#)

Are video tutorials available?

Yes. Video tutorials are available via our Tours and Training page: [Tours and Training](#)

What “time” does “Time on Task” actually measure?

The timer tracks the amount of time a student spends doing activities. The clock begins when the student starts his/her first set.

Can students get automatically logged off?

Yes, students are automatically logged off after ten (10) minutes of inactivity.

What does “Save,” “Save and Return,” and “Save and Submit” mean?

Save = save work [and continue working/writing]

Save and Return = save work [and close out to return later]

Save and Submit = save work [and submit for grading (student) or return for revision (instructor)]

Why do my students see an “N/A” next to Test?

In your course settings you set the number of required Practice sets to One or All, and the students have not yet fulfilled that requirement.

How do I delete a student’s work?

To delete **ALL** of a student’s work:

Homepage → Students Enrolled link → “Delete All Student Work” button

To delete work for an activity:

Gradebook → Class Summary → Student’s Name → Score for activity → “Reset” button

Can I reset my students’ Lexiles?

Lexile activities cannot be reset because allowing students to retake the same exercise would lead to an invalid assessment of the student’s reading level. It then would result in students being incorrectly matched with additional readings and exercises. This would lead to frustration on the part of the students and also to less valid assessment.

How does the Manually Grade Short Answer Questions setting work?

If set to Yes:

- Instructor accesses the questions from the Submissions section of their course.
- They can mark each question as correct or incorrect.
- They can provide feedback to the questions (Suggested Answer [automatic feedback function] is disabled).

- The questions count towards the exercise's grade.

If set to No:

- No instructor grading.
- The student still receives the short answer questions in their exercises, but they aren't scored.
- The student receives a Suggested Answer when they submit the short answer questions.

Point values depend on the number of questions in the exercises and whether or not Manual Grading is set to Yes or No.

Example: A test that has 10 multiple choice questions and 2 short answer questions, for a total of 12 questions.

If Manual Grading is set to Yes:

- Each question is worth 8.33 points.
- The student won't receive a score on the exercise until the instructor grades the short answer questions.
- All 12 questions contribute to the test's score.

If Manual Grading is set to No:

- The student is scored on the 10 questions that are not short answer.
- Each question is worth 10 points.

Can I integrate this with my CourseManagement course/system?

A true integration does not exist. You can, however, link out from your CM course to the portal page.

How can I access the User Guide?

From inside the course:

Homepage → User Guide link within the My Course box

From the portal page:

Click the Support link → User Guide link

How do I view my students' work within a topic?

Gradebook → Class Summary → Student's Name → Topic name/link → Exercise History page

How do I view a student's summary of a set?

Gradebook → Class Summary → Student's Name → Score for activity

How do I export grades from the Gradebook?

Gradebook → Class Summary → Export button

Where can I find my CourseID?

CourseID's are listed in the My Courses page and at the bottom of each page within the course.

How do I edit my Pearson account information (login/password)?

Settings → Bottom of the Settings page and click the myPearson link for Personal Information → Edit Profile (at the top of the page) → Login → Edit Account
Update your information as needed and click the Save button.