MyLab and Mastering Instructor Quick Start Guide

Updated 25 November 2021

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Published in the United States of America.

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Get started with MyLab and Mastering

Follow the steps below to set up your instructor account, sign in, and create or copy a course.

Using Blackboard, Brightspace, Canvas, Moodle or Sakai? If you plan to link your MyLab and Mastering account or course with a learning management system (LMS), see instead LMS Help for instructors.

Create an instructor account and get access

MyLab and Mastering course materials include all the content students see plus some instructor-only content, like assignment answers. To ensure that students can't access this material, your role as an instructor needs to be confirmed. Your Pearson instructor account lets you create MyLab and Mastering courses as well as Revel courses.

Create your account and access MyLab and Mastering:

1. Go to https://mlm.pearson.com.
2. Select **Educator** under **Register**.
3. Select **I need to create/copy courses**.
4. Enter the required information and select **Create account**.
5. Select one of the following options.
   - **Request instructor access** — Enter information to help confirm your identity as an instructor then select **Submit your request**.

     You receive an email when your instructor status has been verified. (This can take from several minutes up to 4 days.) When you return to https://mlm.pearson.com, sign in to create or copy a course from the My Courses page. Your instructor account is good for 10 years.
   - **I have an access code** — Contact your Pearson rep to request an instructor access code. You'll receive a code in an email within four business days. (You can't share an instructor access code. It's valid for one redemption only.)

     Return to https://mlm.pearson.com and sign in with your username and password. Select **I have an access code**, enter the code, and select **Verify**. You're returned to the My Courses page where you can create or copy a course. Your instructor account is good for 5 years.

   If your instructor account expires — Sign in at https://mlm.pearson.com then select **I need to create a course** from the My Courses page to get your instructor status reconfirmed.

Sign in

Sign in whenever you want to access your MyLab and Mastering courses.

1. Go to https://mlm.pearson.com and select **Sign in**.
2. Enter the username and password for your instructor account.
3. Select **Sign in**.

After you sign into your instructor account, your My Courses page appears with any courses you created and any courses for which you are a section instructor with this account.

For system requirements and support resources —
Go to https://mlm.pearson.com/ and select **Training & Support** under Educators & Administrators.

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

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. For instructions, see Enter course details.
3. Select **Create Course**.

How students get into your courses — See Give registration instructions to students.

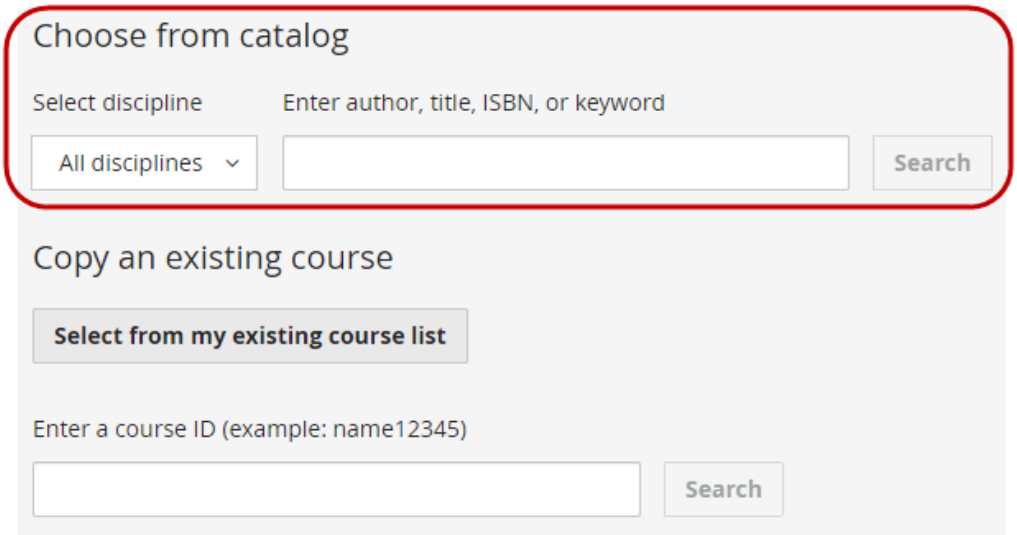
Search for course materials from the Pearson catalog

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

Search for course materials from the Pearson catalog:

1. Identify the institution where you'll be teaching with this course.

   Select **Add institution** and your institution name, or select **I do not see my institution**. (You cannot type in your institution name.) After students enroll in the course, you cannot change its institution unless you contact Pearson Support.
2. 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.
3. Select **Search**.



4. 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 details, see Enroll students in your course.

5. Complete the course details. (See Enter course details for instructions.)
6. Select **Create course**.

Copy another instructor's course

You may want to copy another instructor's course if you're 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.

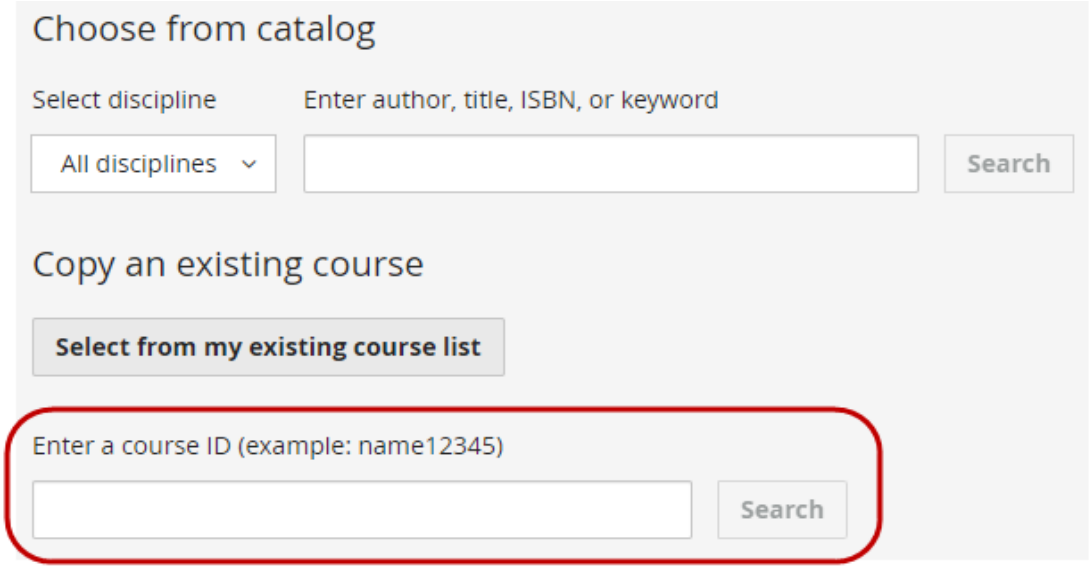
Before you can copy another instructor's course, that instructor must make the course available for copying and provide you with the course ID.

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. Identify the institution where you'll be teaching with this course.

   Select **Add institution** and your institution name, or select **I do not see my institution**. (You cannot type in your institution name.) After students enroll in the course, you cannot change its institution unless you contact Pearson Support.

4. Under **Copy an existing course**, enter the course ID then select **Search**.



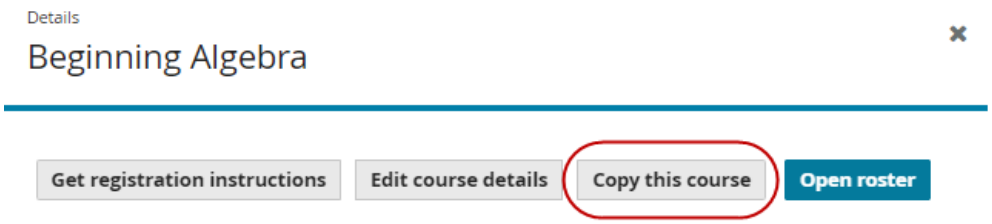
5. Select the course you want to copy on the **Search Existing Courses** page.
6. Complete the course details. (See Enter course details for instructions.)
7. Select **Create course**.

Copy your own course

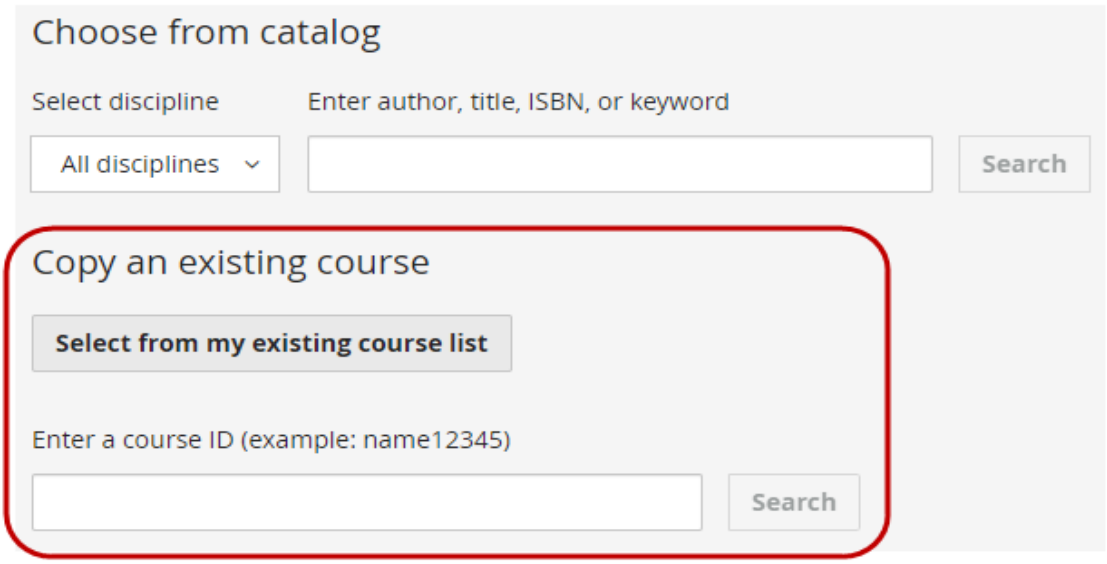
When you copy an existing course that you created, the original course remains unchanged.

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, choose either **Select from my existing course list**or **Enter a course ID**.



   Note: 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. (See next section for instructions.)
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.

Tip: To save time, if you plan 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.

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.

- **Instructor-use Course** —
  To organize your course structure and customize assignments in this course before copying it to student courses for enrollment, select **Instructor-use Course**.
- **Student-use Course** —
  Select **Student-use Course** if students will enroll in this course. 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.
- **Coordinator 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. (Coordinator courses are not supported in Mastering.)

  Note: Instructor-use Courses are not Coordinator Courses. They don't provide the additional course group management features available in Coordinator 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.
- **Member Section** —
  Select **Member Section** if students will enroll in this course. Member Sections are linked to a Coordinator Course.

2. Enter the Number of Copies you want to create, then select **Update**. (Optional)
   - 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. Identify the institution where you'll be teaching with this course.

   If needed, select **Add institution** and your institution name, or select **I do not see my institution**. (You cannot type in your institution name.) After students enroll in the course, you cannot change its institution unless you contact Pearson Support.
4. 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 course copies.
5. Enter a Description. (Optional)
   - 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.
6. 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, 2022 as the end date, student access ends early in the morning of Jun 2, 2022 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.

7. 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.
8. For Allow Copy, select **Instructors can copy this course**. (Optional)
   - 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.
9. Mastering course copies only — For Assignment Dates, select one of the following options when copying a Mastering course: **Don't copy assignment dates**, **Copy exact dates** (the default), or **Adjust dates based on this first assignment due date**.

   Mastering instructors, learn more about the characteristics of a copied course.
10. 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 usually take several minutes to create.

You'll receive an email confirmation when the course is ready. If you don't receive email confirmation within an hour, check your spam filter. 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.
- **Return to My Courses** to continue working.
- **Sign Out** to exit your account. You don't need to stay signed into your account while the course is created.

Notes

- The course start/end and enrollment dates are based on US Eastern Time, regardless of any time zone setting you may apply in a course.

  To set the time zone for assignments — Open a course, select **Manage Course** then select **Edit MML Settings** for MyLab or **Additional Course Settings** for Mastering.

- If needed, you can edit course details later.

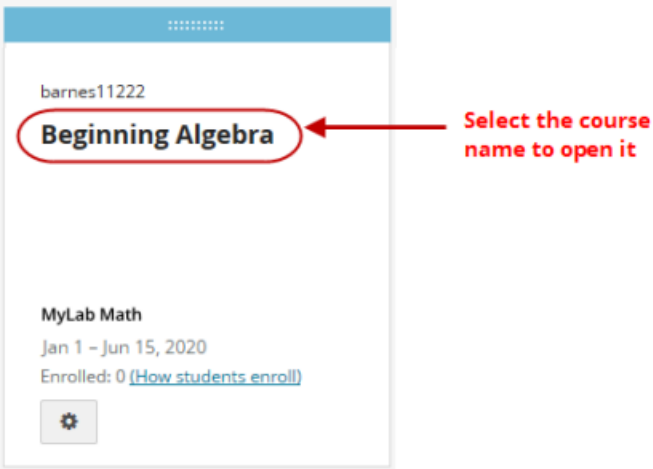
Access your new course

Creating a new course usually takes several minutes. You receive an email when your new course is ready.

Access your new course:

1. Go to https://mlm.pearson.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 can improve 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.

Check or edit course dates —
Select ⚙ **Details** to confirm that the course dates are correct. Select **Edit course details** to change the course start and end dates, the enrollment start and end dates, and other course options.

Give registration instructions to students

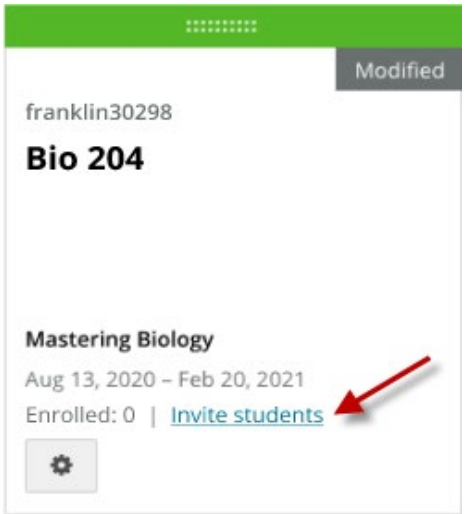
Give students instructions to enroll in your course. The course must be a Student Course. Select ⚙ **Details** to check the student enrollment dates.

The instructions from your course-creation confirmation email are accurate at the time the email is sent. If you make a change to the course title later, get the latest registration instructions by selecting ⚙ **Details** for the course then **Get registration instructions**.

If your course is paired with Blackboard, Brightspace, Canvas, Moodle, or Sakai — See instead LMS Help for instructors.

Get student registration instructions from the course tile

1. Sign in to https://mlm.pearson.com.
2. From the course tile, select **invite students**.



   In the document that opens notice the invite link, which looks like https://mlm.pearson.com/enrollment/garcia20389, where *garcia20389* is the course ID.

3. Share the instructions with students, whether you copy or export them.

   Copy instructions — Select to paste the student registration instructions into an email or course syllabus.

   Export PDF — Select to create a PDF of the student registration instructions to share with your students.

Get student registration instructions from the course Details

1. Sign in at https://mlm.pearson.com.

2. Select ⚙ **Details** for the course you want students to enroll in.

3. Select **Get registration instructions**.

4. Save the PDF to your computer so you can share it with students.

How students register

The student registration process is similar to instructor registration, except that students have to identify the course they want to enroll in and they must provide a payment option.

Student payment options — Students can use a credit card or PayPal, redeem a student access code, or get temporary access without payment for 14 days, especially if the student is waiting for

financial aid. 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.

Student enrollment info for the course —
Enrolled: 0 appears initially on the course tile when no students are enrolled in your course. Select **How students enroll** for more 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 course roster. The roster shows each student's name, email, role, status, temporary access information, and payment type, if applicable.

Enroll section instructors in your course

If your course is paired with Blackboard, Brightspace, Canvas, Moodle, or Sakai — See instead Help for using MyLab and Mastering with your LMS.

- **Section instructor role** —
  A section instructor is an instructor other than the course creator (course owner) who can access a variety of instructor activities or tools in the course. Section instructors can never edit course details or delete the course. Section instructors are NOT student teaching assistants.
- **Course owners can control some course privileges for section instructors** —
  Search the Help in your MyLab or Mastering course for instructions about section instructors, including how course owners can grant or limit access to instructor tools or privileges in the course. For Mastering courses, see the Mastering section instructor enrollment instructions and section instructor course privileges.

What the course owner needs to give section instructors so they can enroll

- **Course link or course ID** —

  The course link is provided in the course creation email or you can select **Get registration instructions** from the course ⚙ **Details**. The course ID is the course owner's last name and five digits (for example, wong63229). Find the course ID on the course tile on the My Courses page, or on the course ⚙ **Details** page.
- **Section instructor access code**

  Ask for section instructor access codes from your Pearson rep. Never give section instructor access codes to students.

When you have these items, send an email that contains the items to the prospective section instructor.

Enroll as a new Section Instructor or with an existing Instructor account:

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.

1. The course owner should send an email to the prospective section instructor that contains both the course invite link and a section instructor access code.

   A course invite link looks like https://mlm.pearson.com/enrollment/garcia20389, where *garcia20389* is the course ID.
2. The prospective section instructor should select the course invite link from the email.

   If you have a course ID instead of a course invite link —
   Go to https://mlm.pearson.com. and select **Educator** under Register. Select **I need to enroll in**

a course created by another instructor and enter the course ID. Check the course named on the right side of the page to ensure you are registering for the correct course. If not, select **Enter a different course ID**.

3. Either create a Pearson section instructor account or sign in with your existing instructor or section instructor account.
4. Select **Access Code**, enter the section instructor access code you were given, and select **Finish**.

   If you're a section instructor in another course that was created from the same course materials, you don't need another section instructor access code. Your enrollment is automatically processed, and you won't be asked for another access code.

   - 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.

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.

Before you delete a course

- If a course contains student grades, **export the grades** before you delete the student course.
- **Let students know** before you delete an active course, since they'll lose access to their work.
- To avoid confusion, also **contact any section instructors** or teaching assistants before you delete the course.

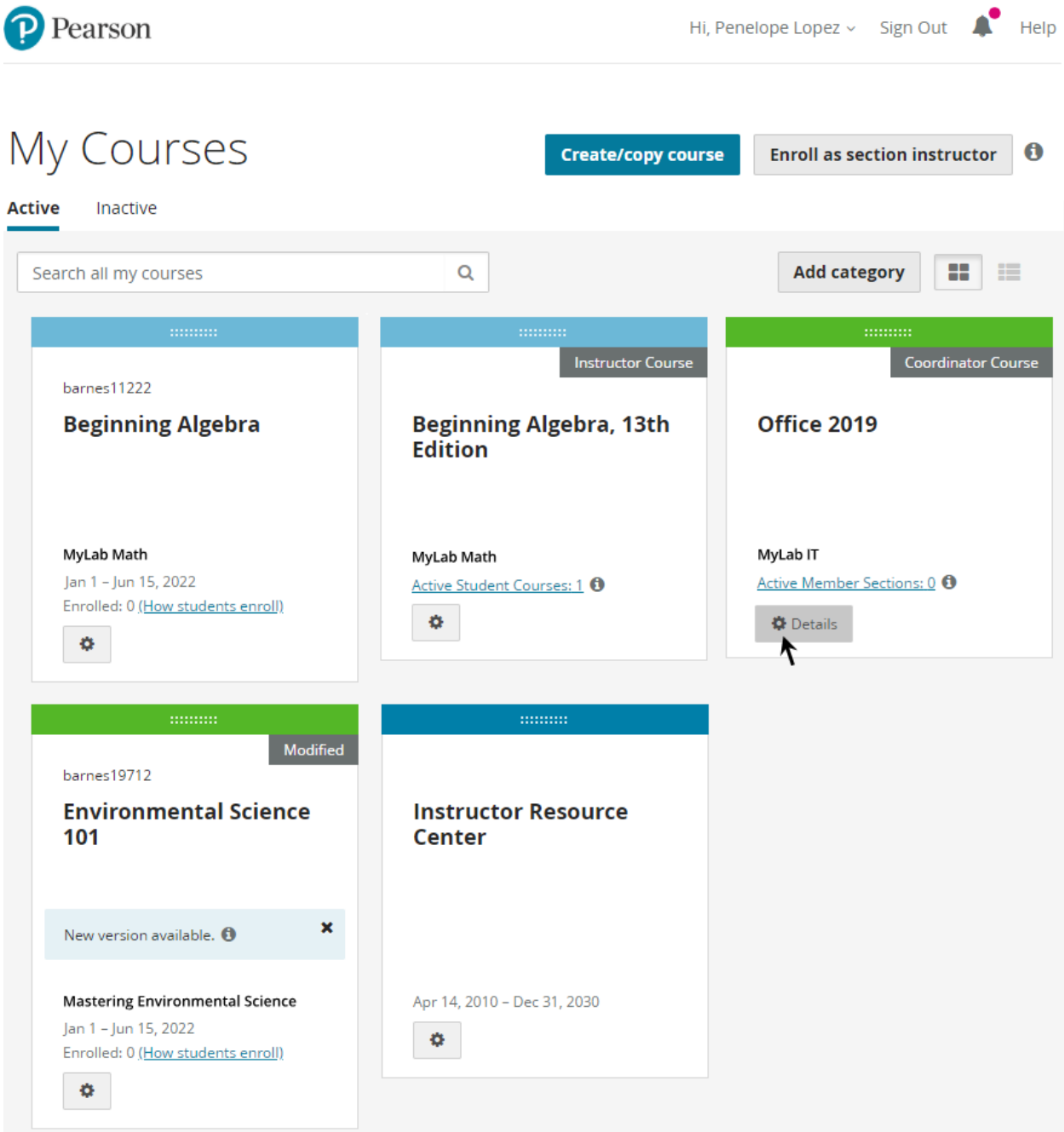
Delete a course:

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.

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 Mastering courses. To open a course, select its name under Active or Inactive.



- 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.
- Select **Create/copy course** to create a new MyLab or Modified Mastering course from the Pearson catalog, or copy an existing 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 in **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 (in grid view) or (in list view) 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 course 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

- **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 smaller devices select the account icon , and then **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 .

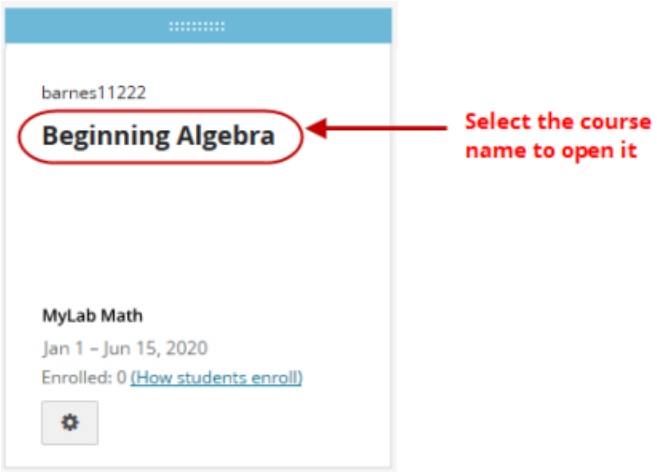
  Note: Your course announcements don't appear on the My Courses page or on the Announcements page. Instead, you typically post course announcements for your students within the course on the home page.
- **Help** — To search Instructor Help or access Pearson Support, select **Help**. (On smaller devices select the help icon .) You can also select for more information about specific features.

Access role-specific information

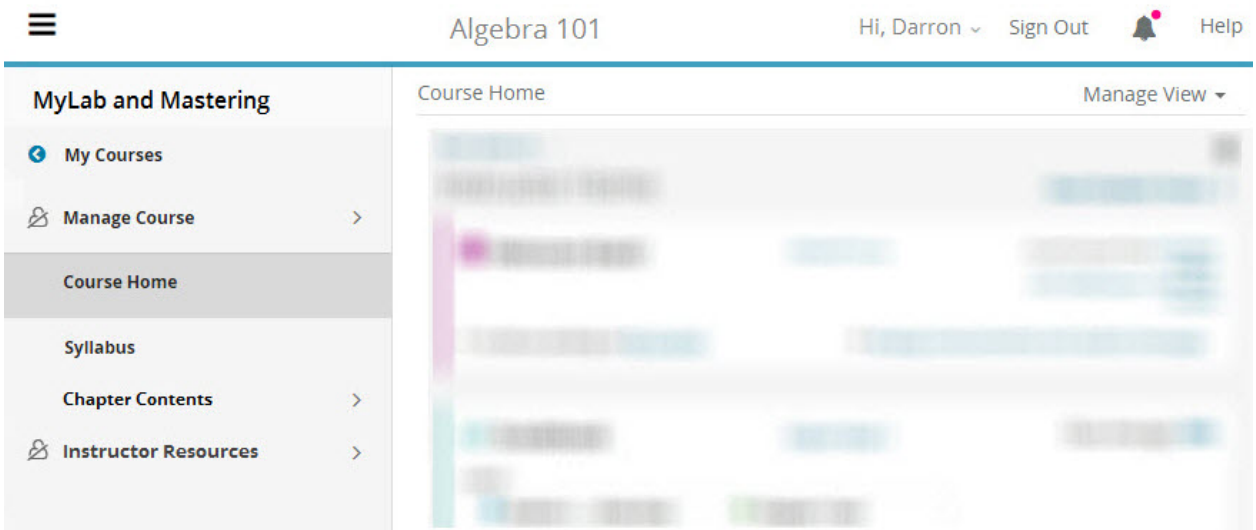
The My Courses page shows specialized information depending on whether you are an instructor, a section instructor, or a student. Instructor information is not accessible to students, although student information is available to instructors.

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 or show 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**.

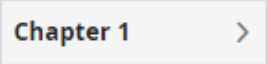
  Note: The Account link might not appear in the banner of some courses.
- **Announcements** — To read general Pearson announcements, select the announcements icon.

  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**.

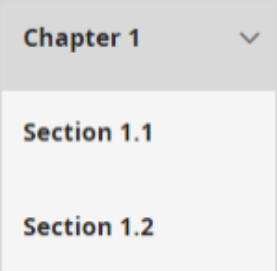
Course menu navigation

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.

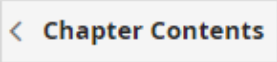
- **My Courses** — From the main menu, select **My Courses** to access your other courses.
- **Main Menu** — Select **Main Menu** to go to the top level of your course menu.
- **Submenus and subitems** — Select an item with the submenu icon to show its subitems, such as chapter content and other tools.

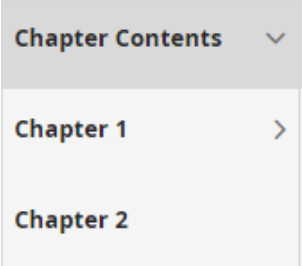
  The following example shows *Chapter 1* and its subitems *Section 1.1* and *Section 1.2*.

  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

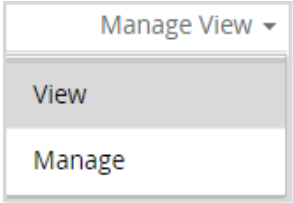
As an instructor, you can customize the items in your course menu and control the content that students see.

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 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 will 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.

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 see 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.

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.

7. 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.

8. 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.

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 **Manage** to test the link.

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

Edit content pages

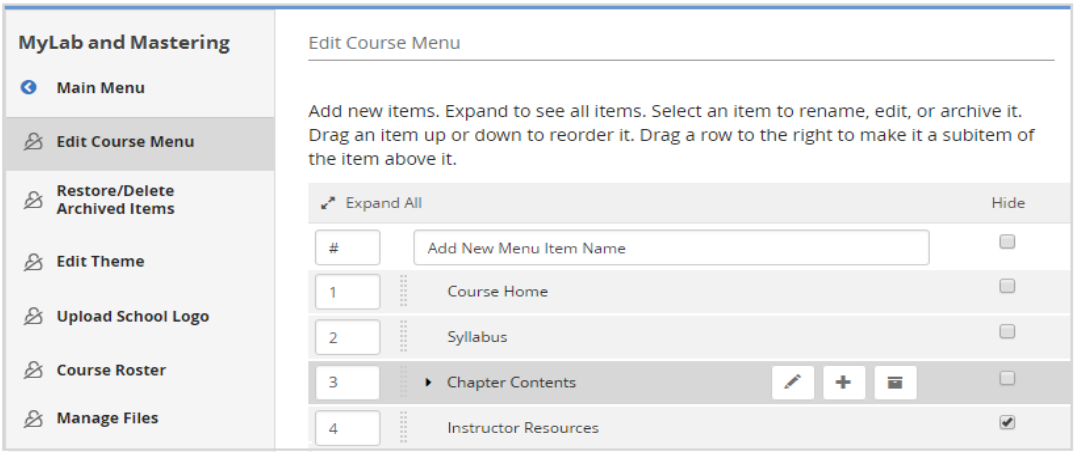
Use the content editor to add text, images, and links to the content pages of your course. A content page is a type of menu item you create. To create content pages, select Content Page as the menu item type. When the new page is created, use the content editor to develop your course content.

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 choosing a color and style theme, and uploading your school logo. Your course menu may be different than the one below.