MyLab and Mastering Instructor Quick Start Guide

Updated 06 April 2023

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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 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. Under **Register**, select **Educator**.

3. Select **I need to create or 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 is verified. (This can take from several minutes up to four 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 return to the My Courses page where you can create or copy a course. Your instructor account is good for five 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 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**.

    Your My Courses page displays with any courses you created and any courses for which you

    are a section instructor with this account.
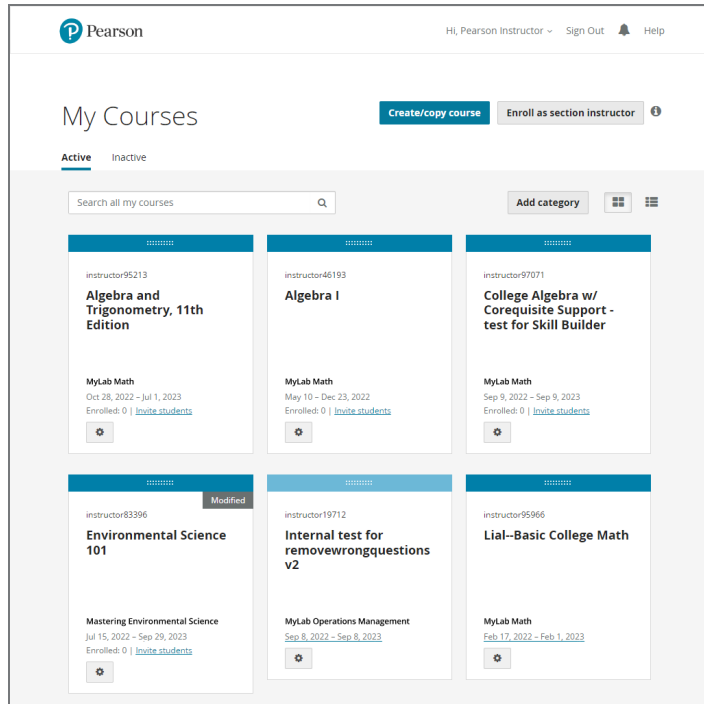
For system requirements and support resources, go to https://mlm.pearson.com/ and select

Training & Support under Educators & Administrators.
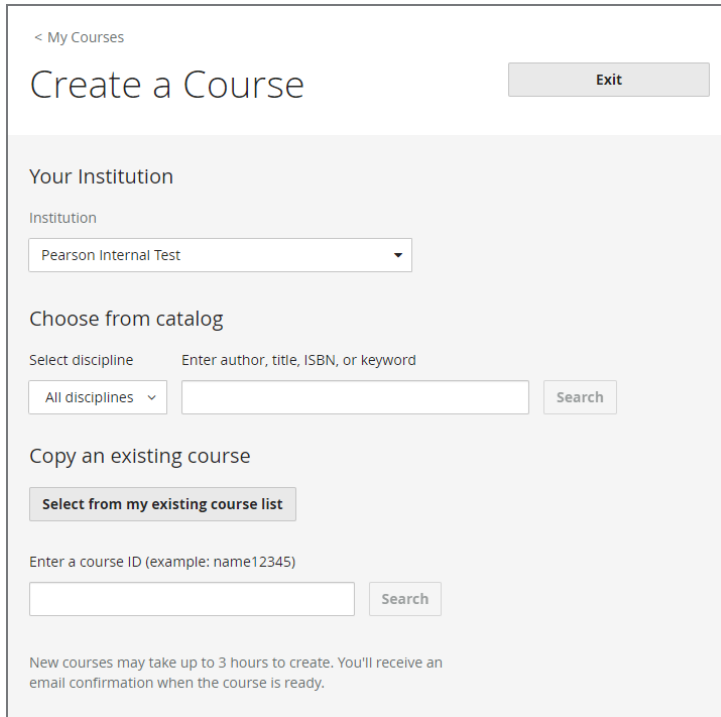
Create a course

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

existing course. Only instructors can create a course; section instructors cannot create courses.

1. On the **My Courses** page, select **Create/copy course**.

   My Courses   Create/copy course   Enroll as section instructor   ⓘ

   The Create a Course page opens.

   < My Courses

   ## Create a Course   Exit

   ### Your Institution

   Institution

   Pearson Internal Test ▾

   ### 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

   New courses may take up to 3 hours to create. You'll receive an email confirmation when the course is ready.

2. Identify the institution where you'll teach the course.

   Select **Add institution** and your institution name, or select **I do not see my institution**.

   You cannot enter your institution name. After students enroll in the course, you cannot change its institution unless you contact Pearson Support.

3. Find course materials:

   ▪ Search the Pearson catalog, or

   ▪ Copy another instructor's course.

4. Enter course details.

5. Select **Create course**.

See also: [Give registration instructions to students](#).

Search for course materials from the Pearson catalog

Course materials are compilations of prebuilt content that includes assessments, study plans, simulations, and Pearson eText.
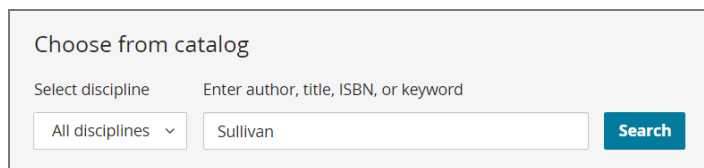
1. Identify the institution where you'll teach the course.

    If needed, select **Add institution**. You can have multiple institutions associated with your profile. 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. Some courses offer materials for high school educators and display **High School Users** or **Advanced Placement**. Select this option if available or use the higher education version.

    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](#).
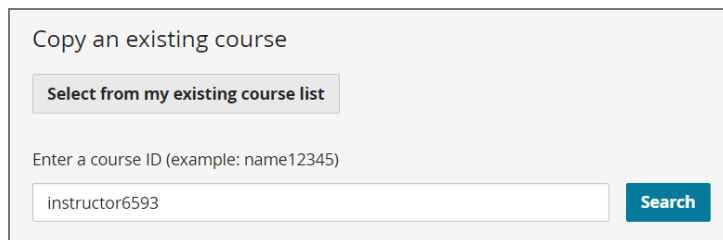
5. Enter the [course details](#).

6. Select **Create course**.

Copy another instructor's course

You can copy another instructor's course if you teach a section of the same course or plan 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.

1. Contact the other instructor to get the course's unique course ID.

2. On the **My Courses** page, select **Create/copy course**. The Create a Course page opens.

3. Identify the institution where you'll teach the course.

   Select **Add institution** and your institution name, or select **I do not see my institution**.
   You cannot enter 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.

5. Select **Search**.

   Copy an existing course

   Select from my existing course list

   Enter a course ID (example: name12345)
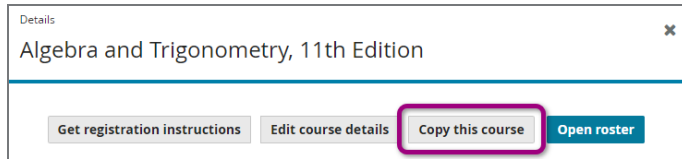
   instructor6593   **Search**

6. On the **Search Existing Courses** page, select the course you want to copy.

7. Complete the course details.

8. Select **Create course**.

Copy your own course

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

1. From the My Courses page, choose one of the following:

   - Select ⚙ **Details** for the course you want to copy then select **Copy this course**.

Details	
Algebra and Trigonometry, 11th Edition	✕

     Get registration instructions   Edit course details   **Copy this course**   **Open roster**

   - Select **Create/copy course**. Under **Copy an existing course**, choose either **Select from my existing course list** or **Enter a course ID**.

     Copy an existing course

     Select from my existing course list

     Enter a course ID (example: name12345)

     instructor6593   **Search**
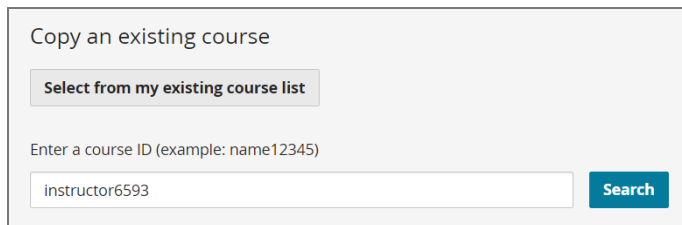
   Note: If new edition or new version course materials are available for your course, at this point you can instead choose to create a new course using those materials.

   What's the difference between a new edition and a new version?

   - A new *edition* includes course materials with extensive content and textbook updates. When you copy a course to a new edition, you must import your assignments to the new course. Students need to pay to enroll in the new edition course.

   - A new *version* includes updates to the same textbook edition and course materials as your current course. These might include course software improvements, important content changes, or corrections to the course. When you copy a course to a new version, your custom assignments and questions automatically copy to the new course. Students who enrolled in the current course can enroll in the new version course without paying.

2. Complete the [course details](#).

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.

1. Select a Course Type.

Your options might be different depending on your course materials.

- **Instructor-use Course** — Use to organize your course structure and customize assignments in this course before copying it to student courses for enrollment.

- **Student-use Course** — Use 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** — Use to organize your course structure and customize assignments in this course before copying it to Member Sections for enrollment. If you selected coordinator course materials from the catalog, this is the default course type. 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** — Use if students will enroll in this course. Member Sections are linked to a Coordinator Course.

2. Enter the Number of Copies 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 teach the course.

   If needed, select **Add institution** and your institution name, or select **I do not see my institution**. (You cannot enter 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 easily recognize, such as 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 to help 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 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 can 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 take several minutes to create.

You'll receive an email confirmation when the course is ready. If you don't receive confirmation within an hour, check your spam filter. The email is from support@pearson.com. You might 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 in to 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 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 takes several minutes. You receive an email when your new course is ready.

1. Go to https://mlm.pearson.com.

2. Select **Sign in**.

3. Enter your username and password.

4. Select **Sign in**.

Your new course displays on the **My Courses** page:
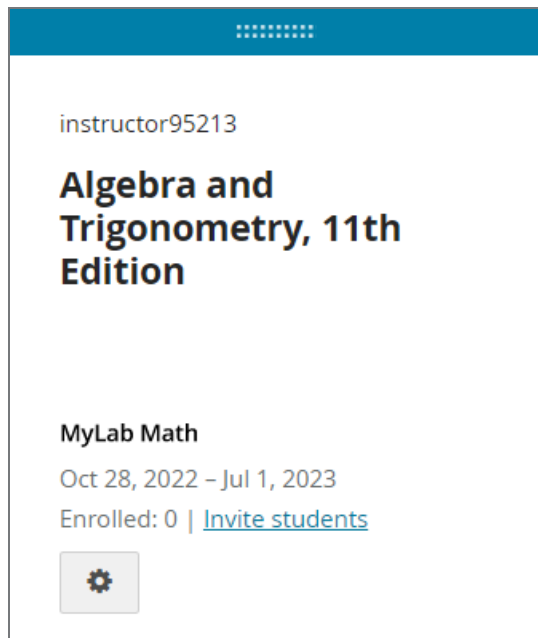
5. Select the course name to open it.

- You might see a **message about supported browsers** and operating systems or enabling pop-ups and cookies. Follow these recommendations to 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.

View 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 following

one of the methods below.

Get student registration instructions from the course tile

These student registration instructions apply to courses *not* paired with an LMS.

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

2. From the course tile, select **invite students**.

instructor95213

Algebra and Trigonometry, 11th Edition

MyLab Math
Oct 28, 2022 – Jul 1, 2023
Enrolled: 0 Invite students
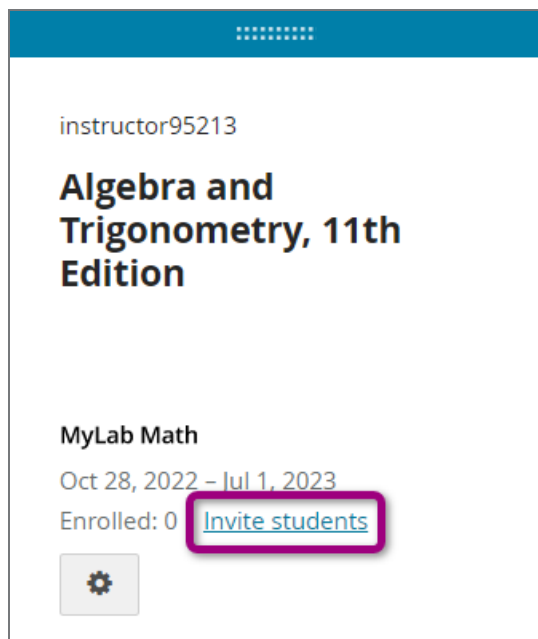
   In the document that opens, the invite link looks like:

   https://mlm.pearson.com/enrollment/instructor95213, where *instructor95213* is the course

   ID.

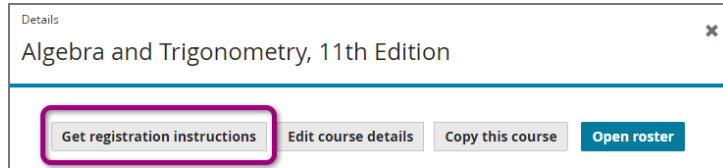3. Share the instructions with students, whether you copy or export them.

   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

These student registration instructions apply to courses *not* paired with an LMS.

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**.

Details	
Algebra and Trigonometry, 11th Edition	✕

Get registration instructions	Edit course details	Copy this course	Open roster

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

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 to guide your students to join your Mastering course through the LMS. If you're not using an LMS, get student registration instruction from the course details.

How students register

The student registration process is similar to instructor registration, except that students must 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.

Temporary access requests are completed within 24-48 hours. You will *not* receive an email to tell you when access is granted. If the request cannot be completed within 24-48 hours, you will receive an email to tell you access can't be granted or is delayed beyond normal time.

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 shows 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 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/instructor95213, where *instructor95213* 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 aren't 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 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.

1. On the My Courses page, select ⚙ **Details** for the course.

2. On the course details page, select **Edit course details**.

3. Select **Delete course**, or **Cancel**.
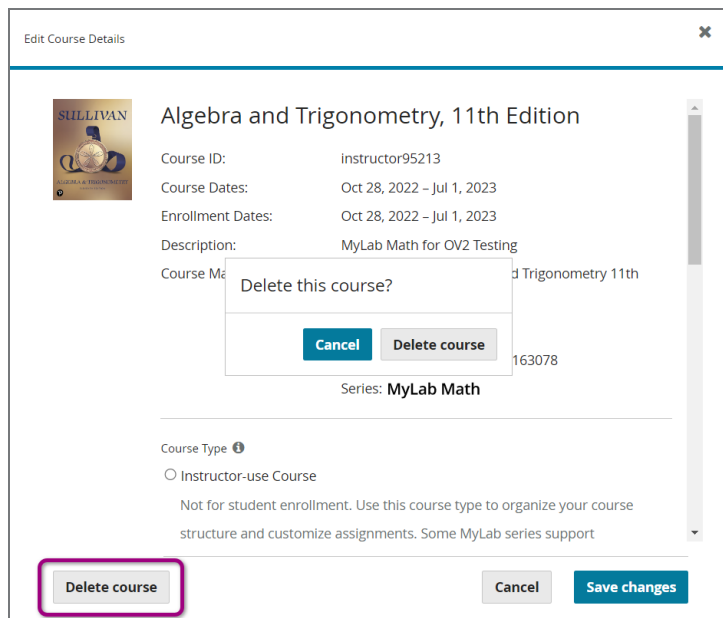
The course is deleted and no longer displays on the My Courses page.

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.
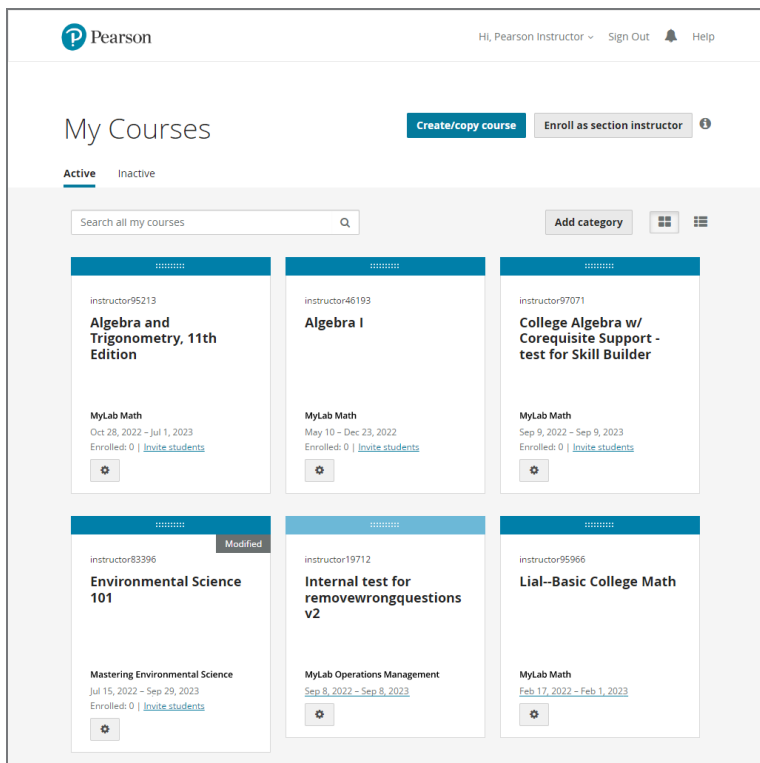
- The **Active** tab lists all of your active MyLab and Mastering courses including active student

  courses you are teaching, coordinator courses or instructor courses you are managing, as well

  as other Pearson product subscriptions.

- Student courses that have ended display 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 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 show 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
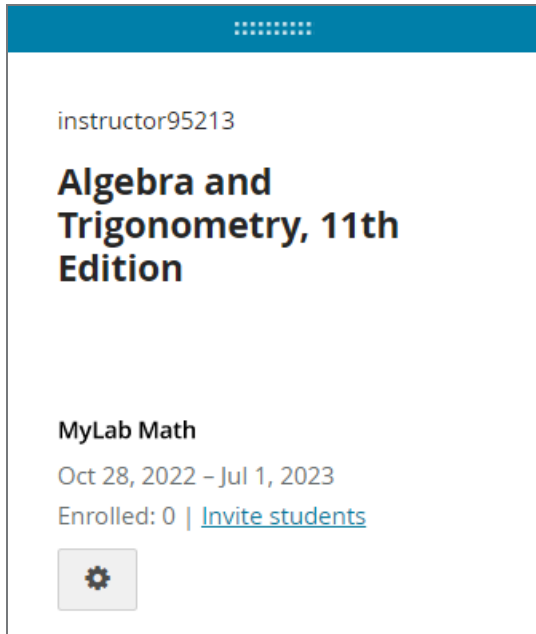 registration instructions.

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 ![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 ![account icon], and then **Sign Out**.)

- **Announcements** ![bell icon] — Pearson announcements might 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 ![bell icon].

   Note: Your course announcements don't display 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 ![help icon].) You can also select ![info icon] 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.
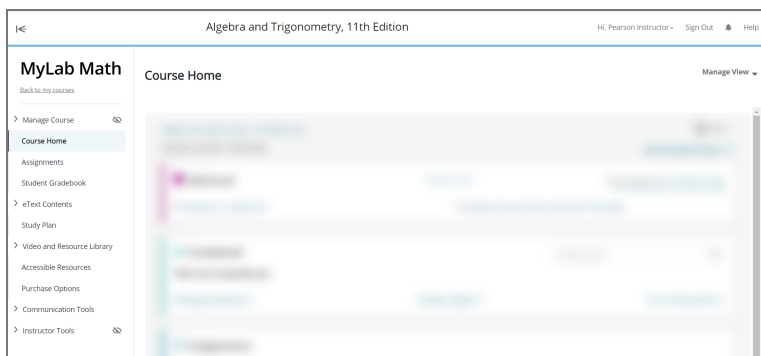
Navigate in your course

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

You'll see a course menu that lists course items, a content pane, and a banner at the top.

The colors and items in your course menu might be different than the ones shown here.

Banner navigation and tools

⏮	Algebra and Trigonometry, 11th Edition	Hi, Pearson Instructor ⌄	Sign Out 🔔 Help

This example banner shows that *Darron* is signed into the course *Algebra 101*.

- **Hide/show course menu** — Select ⏴ to hide and select ☰ to show the course menu.

  In some courses, select ☰ to either hide or show the menu.

- **Check course title** — The course title displays in the banner.

- **See/edit your Pearson account info** — To see your account profile and purchase history, or to change your personal information (such as your email address or password):

  1. Select **Hi, *your name*** in the banner, then select **Account**. (On smaller devices, select the account icon 👤, then select **Account**.)

  2. For your security, enter your username and password to view your personal information and purchase (transaction) history for your account.

- **Sign Out** — Select **Sign Out** to exit your course, sign out of your account, and return to the sign-in page. (On smaller devices select the account icon 👤, then **Sign Out**.)

- **Check for Pearson announcements** — *Pearson announcements* include alerts for planned

  or unplanned system maintenance, short descriptions of new product or software releases, or

  other important product information.

  1. To check general Pearson announcements from your course, select the announcements icon

     .

  2. Select **Close** to return to your course menu.

     Your *course announcements* don't display on this Pearson announcements page. You'll

     create, post, and email course announcements for students on the course home page.

- **Open Help** — To access Help & Support resources, select **Help**. (On smaller devices select the

  help icon .)

Course menu navigation

Use menu options to go back to your other courses, edit the course menu, and open course features.

You can customize the items in your course menu and control the content that student see.

- **Return to your course list** — Select **Back to my courses** to access your other MyLab or Mastering courses.

- **Manage course appearance and its menu** — Select **Manage Course**, then **Edit Course Menu**, **Restore/Delete Archived Pages** (or Restore/Delete Archived Items), **Edit Theme**, or **Upload School Logo**.
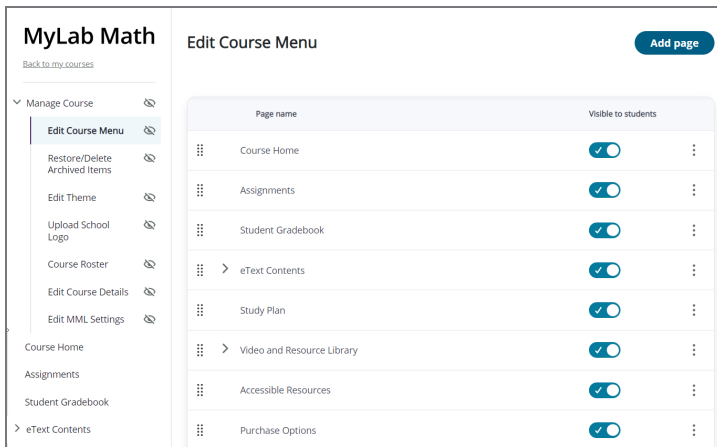

The Manage Course menu also provides some course management options which vary by course type, like Course Roster (MyLab) or Additional Course Settings (Mastering).

- **Menu items hidden from students** (or in older courses) — Instructors and section instructors see hidden menu items and can hide items from students. Hidden menu items are tools instructors use to manage the course, like the gradebook.

- **Edit settings for course features and see content as students do** — You can edit any

  menu item where **Manage View** displays above the content pane. This menu usually contains

  only **View** and **Manage** options, but you might see other options in your particular course.

  - Select editing tools and customize your content — Select **Manage**.
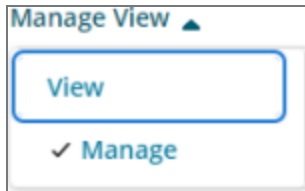
  - See the content as your students do — Select **View** when you're done editing.

- **Edit content in custom course menu items** — Open the menu item and select **Edit** to

  edit content pages that instructors add, whether rich text, linked to, or document pages.

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](#)

Develop your content

You can provide supplemental content for students by adding course menu items in the following formats.

- **Rich text** — Add a content page as a menu item. Use the content editor to format rich text, insert an image, insert a link, insert a YouTube video, and more.

- **Link** — Add an external website as a menu item. For example, students can refer to a particular website as they work in the course.

- **Document** — Add a document or other file type (presentation, spreadsheet, media, or other) as a menu item. The upload converts the file to a web-ready format that loads quickly and doesn't require students to install associated plug-ins.
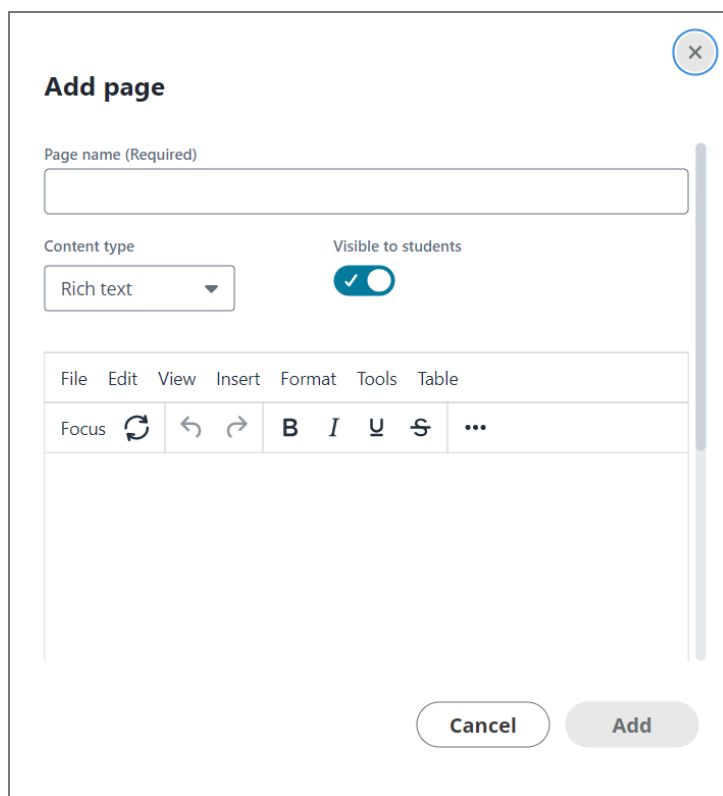
Add a rich text page

You can add a new content page to your course menu and format it with rich text using the content editor.

1. Select **Manage Course** from the course menu so that **Edit Course Menu** becomes active.
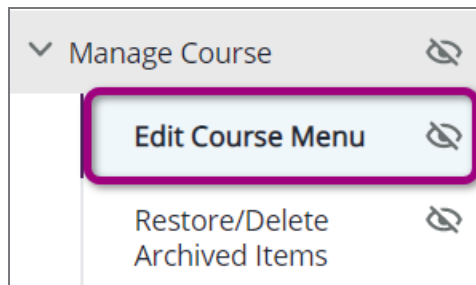
2. On the Edit course Menu page, select **Add page**.

3. For **Page name (Required)**, enter a name.

4. For the **Content type**, select **Rich text** to enter and format text using the provided HTML editor.

   If you copy and paste text into the content editor workspace, it does not automatically covert to HTML. To copy and paste text as HTML, select ❮❯ **Source code** from either the View or Tools menu.

   Besides text formatting, you can use the content editor to insert an image, link, media, or table as well as to preview, check the source code, and more.

5. To control whether students see the menu item, use the control **Visible to students**.

6. Select **Add** to create the new menu item, or **Cancel** to discard your changes.

The new menu item shows at the bottom of the course menu. You can rearrange its position. You can also rename the menu item, hide/show the menu item to students, or develop its content at any time.

Edit content pages

Use the content editor to add text, images, links and other information to the content pages of your course. A content page is a type of course menu item you create by choosing **Rich text** as the content type.

1. Open the content editor using either of these methods.

   - Select a menu item to open its content page. Then select **Edit**.

   - Select **Manage Course** from the course menu. Select ⋮ 3-dot Options menu for the course menu item whose content you want to edit, then select **Edit**.

2. The content editor opens. For a larger workspace, select **View** then **Fullscreen**.

File   Edit   View   Insert   Format   Tools   Table

Focus | B   I   U   S   ...

Add your text here...
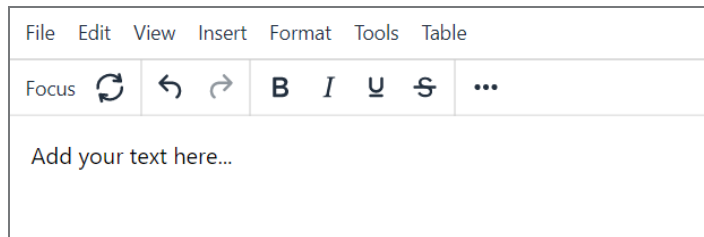
3. Enter your text in the content workspace.

Apply any font formats or select options from the toolbar menus. For example, you can insert an image, link, media, table, math equation, and more. If you copy and paste text into the content editor workspace, it does not automatically covert to HTML. To copy and paste text as HTML, select **Source code** from either the View or Tools menu.

For details about editing options, see content editor features.

4. Select **Save**.

Notes:

- **To edit content of prebuilt menu items in your course** — Do not delete prebuilt menu items you might want to use later. Instead, archive the prebuilt menu items for potential later use.

- **To add an embedded YouTube video on a content page** — See Insert a YouTube video on a content page.

Design your course menu

You can customize the appearance of a course if you created the course (requires a Pearson educator account) or if you're a section instructor in the course.

What you can change in the course menu or course theme:

- **Edit course menu items** — Add, rename, rearrange, and hide/show the course menu items, as well as archive or restore and delete them.

- **Color theme** — Change the look of your course by choosing a color theme.

- **Add school logo** — The logo you upload shows above the course menu.

To begin, select **Manage Course** from the course menu to open the **Edit Course Menu** page.