



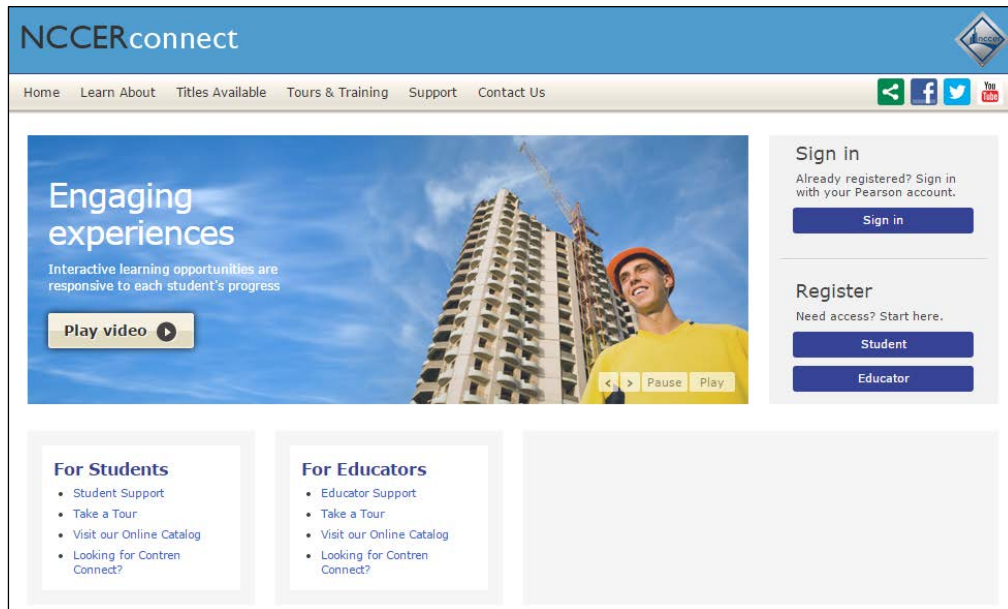
# The Enhanced NCCERconnect Implementation Guide



How Do I?  
Video Tutorials

## *The Enhanced NCCERconnect*

NCCERconnect is a unique online course supplement in the form of an electronic book and essential course management tools. Delivered through an exceptional user-friendly interface, NCCERconnect provides a range of visual, auditory, and interactive elements to enhance student learning and instructor delivery of craft training.



### *Why use NCCERconnect?*

- Whether you're looking to keep training on schedule, save time for instructors, save students commuting time and the money to do it, free-up classroom space for a more efficient program and cost savings, or provide students with an interactive and engaging, self-study tool NCCERconnect is the answer!
- It can be used in a variety of settings such as blended delivery, distance education, or in the traditional classroom.
- With features like automatic grading, multimedia assets, and course management tools, you will deliver more dynamic lectures, identify struggling students quickly, save time, stay current, deliver a consistent experience across courses and instructors, and ultimately deliver better student outcomes!




## Before You Begin

Welcome! Whether you are new to NCCERconnect and seeking guidance for getting started, or have taught with the program and are now moving into our Enhanced XL platform, you have come to the right place!

Here's what you will get from the Interactive Training Guide:

- Just-in-time assistance for setting up your course
- Insightful best practices and strategies for effective implementation of NCCERconnect
- Helpful step-by-step videos
- Testimonials from instructors who have successfully been down the path you are taking

As you work through the lessons in the Interactive Training Guide, you will notice the following icons:

 How Do I? Video Tutorials	Click to watch a video showing you the steps for completing the activity.
 Best Practices	Proven Best Practice Tips from current users with proven results
	Click to open up the relevant Instructor Help page for step-by-step instructions on the topic.

## How to Use This Guide

The NCCERconnect Implementation is meant to assist in your understanding of course functionality as well as provide practical suggestions for successful real world implementation.

**You DO NOT need to read this entire guide.** Read the portions that you need as you need them.

First and foremost, *a “live” implementation session (either virtually or with your local Pearson representative) is recommended as a best practice.* Click here to register for a live online session.

### Then, we recommend you use this guide in the following way:

- Start with Part 1/Module 1: [What Are You Trying to Achieve with NCCERconnect?](#)
- Next, read the [Suggested Implementation Strategies](#) highlighted in Part 1/Module 3. You will find broad allied health based suggestions as well as strategies specific to your text.
- Parts 2 & 3 of the Implementation Guide detail how to navigate and customize the course.
- Take a look at our [“HELP! I need to ...”](#) feature for just-in-time “how-to” explanations.
- Read Part 1/Module 4: [Getting Started with your Students](#) for best practices regarding how to successfully roll this out to your classroom.
- And if you need help, check out Part 1/Module 5: [Getting Help When You Need It.](#)



*Use the hyperlinks throughout this guide to “JUMP” to areas with which you need immediate guidance.*

## TABLE OF CONTENTS

<b>THE ENHANCED NCCERCONNECT</b>	<b>2</b>
<b>BEFORE YOU BEGIN</b>	<b>3</b>
<b>HOW TO USE THIS GUIDE</b>	<b>4</b>
<b>PART 1: IMPLEMENTING NCCERCONNECT</b>	<b>10</b>
<b>MODULE 1: WHAT ARE YOU TRYING TO ACHIEVE WITH NCCERCONNECT?</b>	<b>11</b>
LESSON 1.1: ARTICULATE YOUR OWN GOALS IN USING NCCERCONNECT—WHAT ARE YOU TRYING TO ACHIEVE?	11
LESSON 1.2: HOW NCCERCONNECT CAN HELP ADDRESS YOUR INSTRUCTIONAL CHALLENGES AND MEET YOUR GOALS	13
<b>MODULE 2: UNDERSTANDING THE CORE CONTENT WITHIN NCCERCONNECT</b>	<b>14</b>
LESSON 2.1: A GENERAL REVIEW OF NCCERCONNECT CONTENT	14
THE LEFT NAVIGATION BAR	14
HOW TO DISTINGUISH BETWEEN THE INSTRUCTOR VS. STUDENT VIEW	16
TRANSITIONING FROM NCCERCONNECT NATIVE TO ENHANCED NCCERCONNECT XL	17
<b>MODULE 3: SUGGESTED IMPLEMENTATION STRATEGIES</b>	<b>20</b>
LESSON 3.1: BEST PRACTICES FOR USING NCCERCONNECT	20
TOP 10 BEST PRACTICES FOR UTILIZING NCCERCONNECT	20
ADDITIONAL BEST PRACTICES FOR MAXIMIZING SUCCESS WITHIN YOUR COURSE	22
LESSON 3.2: COMMON GOALS AND RECOMMENDED IMPLEMENTATION STRATEGIES	23
IMPLEMENTATION STRATEGY 1: MAKING THE MOST OF CLASSROOM TIME	23
IMPLEMENTATION STRATEGY 2: INCREASE CLASS PASS RATE/RETENTION RATE	25
LESSON 3.5: HOW DO YOU KNOW THAT YOU ARE ACHIEVING RESULTS WITH NCCERCONNECT?	26
<b>MODULE 4: GETTING STARTED WITH YOUR STUDENTS</b>	<b>27</b>
<b>MODULE 5: GETTING HELP WHEN YOU NEED IT</b>	<b>28</b>
MAXIMIZING THE SUPPORT RESOURCES @ WWW.NCCERCONNECT.COM	28
ACCESSING THE HELP & SUPPORT TAB	28
IN-PRODUCT TEXTUAL HELP	29

<b>PART 2: GETTING STARTED</b>	<b>30</b>
REGISTER FOR NCCERCONNECT	31
CREATE YOUR NCCERCONNECT COURSE	32
CONFIRM AND (IF NEEDED) CHANGE YOUR TIME ZONE	34
ASSIGNING ASSIGNMENTS	35
SETTING YOUR START/DUE DATES	37
<b>PART 3: EXECUTING IMPLEMENTATION —A STEP BY STEP APPROACH</b>	<b>39</b>
<b>MODULE 1: “HELP! I NEED TO ...”</b>	<b>40</b>
CREATE A COURSE	40
COPY A COURSE	40
CREATE COORDINATOR/MEMBER COURSES	40
ADD AN INSTRUCTOR TO MY COURSE	40
CHANGE MY TIME ZONE*	41
ASSIGN START DATES AND DUE DATES	41
CREATE AN ANNOUNCEMENT	41
ADD A SYLLABUS	41
REMOVE MODULES FROM MY COURSE	42
CREATE CUSTOM ASSIGNMENTS	42
APPLY AN INDIVIDUAL STUDENT SETTING	42
ADD A PREREQUISITE TO AN ASSIGNMENT	42
MANAGE MY INCOMPLETES	43
CHANGE GRADEBOOK WEIGHTS	43
ADD AN OFFLINE GRADEBOOK CATEGORY	43
OMIT A GRADE FROM COUNTING IN THE GRADEBOOK	43
SCORE A QUESTION AS CORRECT WITHIN AN IN-PROGRESS/ COMPLETED EXAM	43
MAKE A GLOBAL SCORE CHANGE FOR STUDENTS	44
EXPORT MY GRADES	44
REMOVE AN INACTIVE STUDENT FROM THE GRADEBOOK	44
<b>MODULE 2: SETTING UP FOR SUCCESSFUL IMPLEMENTATION</b>	<b>45</b>
<b>SECTION 2.1: SET UP YOUR COMPUTER FOR OPTIMAL PERFORMANCE</b>	<b>46</b>
CHECK SYSTEM REQUIREMENTS TO ENSURE YOUR MACHINE MEETS MINIMUM REQUIREMENTS.	46
RUN THE BROWSER CHECK TO ENSURE YOUR MACHINE HAS ALL THE PLUG-INS AND RECENT VERSIONS OF NEEDED SOFTWARE.	47
OBTAIN TECHNICAL SUPPORT WHEN YOU NEED IT.	47
SIGN UP FOR SYSTEM STATUS UPDATES TO STAY INFORMED OF DOWNTIMES AND PLANNED AND UNPLANNED SYSTEM EVENTS.	48
<b>SECTION 2.2: CREATE YOUR NCCERCONNECT AND MASTERING ACCOUNT</b>	<b>49</b>
REGISTER AND CREATE YOUR PEARSON NCCERCONNECT ACCOUNT.	49
EXPLORE YOUR ACCOUNT HOME PAGE	50
<b>SECTION 2.3: CREATE A COURSE FOR YOUR STUDENTS AND EDIT COURSE DETAILS</b>	<b>51</b>
CREATING A COURSE	51
EDITING YOUR COURSE DETAILS	51
DEFAULT COURSE SETTINGS	52



<b>SECTION 2.4: DETERMINE YOUR ROLE AS A NCCERCONNECT USER</b>	<b>53</b>
DEFINE COURSE ROLES AND COORDINATOR/MEMBER OPTIONS.	53
CREATE A STANDARD COURSE IF YOUR ROLE IS "INSTRUCTOR: SINGLE SECTION."	54
CREATE A COURSE GROUP (COORDINATOR/MEMBER) IF YOUR ROLE IS "COORDINATOR" OR "INSTRUCTOR: MULTIPLE SECTIONS."	54
CREATING MULTIPLE SECTIONS—APPLYING SETTINGS TO MULTIPLE SECTIONS OF A COURSE IN ONE TERM	57
CREATE A COPY OF A COURSE THAT WAS DESIGNED FOR YOU BY A COORDINATOR.	58
ARE YOU TEACHING AS AN ADJUNCT? ENROLLING AS A SECTION INSTRUCTOR	59
<b>SECTION 2.5: MANAGE YOUR COURSE ROSTER AND SECTION INSTRUCTOR ACCESS</b>	<b>60</b>
BASICS OF THE COURSE ROSTER—DROP A STUDENT BY MAKING THEM INACTIVE.	60
ADD/ASSIGN A TEACHING ASSISTANT OR SECTION INSTRUCTOR.	61
 <b>MODULE 3: DESIGNING AND CUSTOMIZING YOUR COURSE FOR THE WAY YOU TEACH</b>	 <b>63</b>
 <b>SECTION 3.1: CUSTOMIZE YOUR COURSE HOME PAGE</b>	 <b>64</b>
CREATE ANNOUNCEMENTS FOR YOUR STUDENTS.	64
DETERMINE AND SET UP CALENDAR AND GRAPH OPTIONS.	65
PERSONALIZE THE COLOR SCHEME OF YOUR COURSE.	66
<b>SECTION 3.2: CUSTOMIZE THE COURSE MENU TO REFLECT ITEMS YOU WILL USE IN THE COURSE</b>	<b>66</b>
UPLOAD YOUR SYLLABUS.	66
HIDE MENU ITEMS FROM YOUR COURSE MENU.	67
RENAMING ITEMS	67
ADD, ARCHIVE, AND REORDER ITEMS IN YOUR COURSE MENU.	68
 <b>MODULE 4: ASSIGNING EFFECTIVE ASSIGNMENTS WITH THE ASSIGNMENT MANAGER</b>	 <b>70</b>
 <b>SECTION 4.1: ASSIGN HOMEWORK AND QUIZZES</b>	 <b>71</b>
UNDERSTANDING THE DIFFERENCE BETWEEN PREBUILT AND PREASSIGNED	71
ASSIGNING PREBUILT, UNASSIGNED ASSIGNMENTS	72
MANAGING ASSIGNED ASSIGNMENTS	73
MANAGE MULTIPLE ASSIGNMENT SETTINGS.	74
<b>SECTION 4.2: ADD CUSTOM ASSIGNMENTS AND CONTENT FOR STUDENTS</b>	<b>75</b>
UNDERSTANDING THE QUESTION ID TAGGED TO EACH QUESTION WITHIN YOUR NCCERCONNECT COURSE	75
CREATE YOUR OWN ASSIGNMENT USING THE NCCERCONNECT QUESTION BANK AND MEDIA LIBRARY.	76
The Select Media and Questions page	76
Question Pooling	77
Create your own questions	77
The Choose Settings Page	78
CREATE A MEDIA ASSIGNMENT FOR YOUR STUDENTS.	79
ASSIGN READING.	81
 <b>MODULE 5: MANAGING ASSIGNMENT SETTINGS AND PREFERENCES</b>	 <b>82</b>
 <b>SECTION 5.1: SET PREFERENCES AND SCORING OPTIONS FOR INDIVIDUAL ASSIGNMENTS</b>	 <b>83</b>
APPLY YOUR LATE SUBMISSIONS POLICY FOR AN ASSIGNMENT.	83
SPECIFY THE NUMBER OF ATTEMPTS STUDENTS CAN SUBMIT THE ASSIGNMENT BEFORE THE DUE DATE.	85
ADD A PREREQUISITE TO AN ASSIGNMENT.	86
SPECIFY THE NUMBER OF ATTEMPTS ALLOWED PER QUESTION ON AN ASSIGNMENT.	87

APPLY SETTINGS FOR INCOMPLETE OR INTERRUPTED ATTEMPTS.	87
CHOOSE THE LEARNING AIDS YOU WISH TO MAKE AVAILABLE TO STUDENTS WITHIN THE ASSIGNMENT.	88
SET A TIME LIMIT.	89
<b>SECTION 5.2: SELECT HOW AND WHEN STUDENTS CAN REVIEW SUBMITTED ASSIGNMENTS</b>	<b>90</b>
CHOOSE HOW THE RESULTS ARE DISPLAYED (WHAT THE STUDENT CAN SEE).	90
CHOOSE WHEN THE STUDENTS CAN REVIEW THE RESULTS YOU SELECTED.	90
<b>SECTION 5.3: ADD MEASURES TO ASSIGNMENTS TO PREVENT CHEATING</b>	<b>91</b>
SECURE HIGH-STAKES ASSIGNMENTS BY ENABLING THE LOCKDOWN BROWSER OPTION	91
RESTRICT ACCESS TO AN ASSIGNMENT BY ADDING A PASSWORD.	92
<b>SECTION 5.4: ADJUST ASSIGNMENTS FOR STUDENTS WITH SPECIAL CIRCUMSTANCES</b>	<b>93</b>
EXTEND TIME LIMITS/DUE DATES FOR STUDENTS REQUIRING ADDITIONAL TIME ON ASSIGNMENTS.	93
CREATE A SEPARATE ASSIGNMENT FOR AN INDIVIDUAL STUDENT.	94
 <b>MODULE 6: CUSTOMIZING YOUR GRADEBOOK AND BASIC GRADEBOOK FUNCTIONALITY</b>	 <b>95</b>
 <b>SECTION 6.1: CUSTOMIZE YOUR GRADEBOOK TO REFLECT THE ASSIGNMENTS IN YOUR SYLLABUS AND PREFERRED DISPLAY OPTIONS</b>	 <b>96</b>
SELECT ASSIGNMENTS TO HIDE IN YOUR GRADEBOOK VIEW.	96
SELECT TO DISPLAY SCORES BY PERCENTAGE OR POINTS.	97
ADD A STUDENT ID COLUMN TO INCLUDE A UNIQUE IDENTIFIER FOR EACH STUDENT.	97
ADD COLUMNS FOR OFFLINE (NON–NCCERCONNECT) ASSIGNMENTS.	98
<b>SECTION 6.2: ADD GRADE WEIGHTING TO PLACE DESIRED WEIGHTS TO DIFFERENT ASSIGNMENT CATEGORIES</b>	<b>98</b>
SPECIFY HOW OVERALL SCORE IS CALCULATED.	99
ASSIGNMENT WEIGHTING BY POINTS/PERCENTAGES	99
OMIT ASSIGNMENT RESULTS FROM WEIGHTING.	100
<b>SECTION 6.3: SET UP SCORING OPTIONS FOR COURSE AVERAGE COLUMN</b>	<b>101</b>
<b>SECTION 6.4: EXPORT GRADES FOR REPORTING AND TRACKING STUDENT RESULTS</b>	<b>102</b>
GENERATE A QUICK EXPORT OF DATA FROM A SPECIFIC GRADEBOOK CATEGORY.	102
GENERATE AN ADVANCED EXPORT TO REVIEW MORE DETAILED REPORTING INFORMATION.	102
<b>SECTION 6.5: IMPORT PREVIOUS RESULTS</b>	<b>103</b>
 <b>MODULE 7: USING THE GRADEBOOK TO ASSESS PERFORMANCE AND MANAGE GRADES</b>	 <b>104</b>
 <b>SECTION 7.1: REVIEW CLASS RESULTS AND PERFORMANCE OF ASSIGNED CONTENT</b>	 <b>105</b>
VIEW DETAILED RESULTS FOR ALL ASSIGNMENTS FOR YOUR CLASS.	105
GAUGE STUDENT UNDERSTANDING OF SPECIFIC QUESTIONS/OBJECTIVES IN AN ASSIGNMENT WITH ITEM ANALYSIS.	105
USE THE INACTIVITY ALERTS TO TRACK AT-RISK OR INACTIVE STUDENTS AND ASSIGNMENTS REQUIRING INSTRUCTOR GRADING.	106
<b>SECTION 7.2: EDIT STUDENT RESULTS GLOBALLY AT THE ASSIGNMENT LEVEL</b>	<b>107</b>
ADJUST ALL STUDENT SCORES FOR A SPECIFIC ASSIGNMENT GLOBALLY OR INDIVIDUALLY.	107
MANAGE INCOMPLETES FOR ASSIGNMENTS. (SUBMIT ZERO SCORES.)	108
DROP THE LOWEST SCORES FOR AN ASSIGNMENT CATEGORY.	109
SCORE A QUESTION AS CORRECT.	110
<b>SECTION 7.3: EDIT INDIVIDUAL STUDENT RESULTS</b>	<b>111</b>
CHANGE INDIVIDUAL STUDENT SCORES AT THE ASSIGNMENT LEVEL.	111
OMIT/DELETE ASSIGNMENT RESULTS FOR AN INDIVIDUAL STUDENT.	111
<b>SECTION 7.4: THE REPORTING DASHBOARD</b>	<b>112</b>
OVERALL SCORE AVERAGE AND DISTRIBUTION	112
ASSIGNMENT SCORE AND TIME SPENT	113



ASSIGNMENT SCORE AND TIME SPENT—DISPLAY BY STUDENT	114
ASSIGNMENT RESULTS SCORE DISTRIBUTION	115
ITEM ANALYSIS	116
MASTERY	118
SUMMARY OF REPORTING DASHBOARD TOOLS	118
<b><i>MODULE 8: UTILIZING THE COMMUNICATION FEATURES WITHIN YOUR MYLAB COURSE</i></b>	<b>119</b>
<b>SECTION 8.1: COMMUNICATE ONLINE WITH STUDENTS THROUGHOUT THE TERM</b>	<b>120</b>
EMAIL STUDENTS FROM WITHIN THE COURSE.	120
INITIATE WEB-BASED COMMUNICATION WITH CHAT & CLASSLIVE	120
ENCOURAGE PEER-TO-PEER COMMUNICATION WITH THREADED DISCUSSIONS.	121
UPLOAD FILES TO DOCUMENT SHARING THAT YOU WISH TO SHARE WITH STUDENTS.	122
<b><i>MODULE 9: PREPARING AND MANAGING YOUR TRANSITION TO A NEW TERM</i></b>	<b>123</b>
<b>SECTION 9.1: TIE UP LOOSE ENDS ON COURSES THAT ARE ENDING</b>	<b>124</b>
REVIEW PARAMETERS FOR MAXIMUM COURSE DURATION AND EXPIRATION.	124
CREATE A PERMANENT RECORD OF YOUR CURRENT COURSE(S') GRADES.	124
<b>SECTION 9.2: COPY A COURSE FROM A PREVIOUS TERM USING THE SAME COURSE MATERIALS</b>	<b>125</b>
REVIEW WHAT ADJUSTMENTS NEED TO BE MADE TO THE COPIED COURSE FOR THE NEW TERM.	125
MAKE A COPY OF AN EXISTING COURSE.	125
<b>SECTION 9.3: UPDATE TO A NEW EDITION OF THE SAME TITLE</b>	<b>126</b>
CREATE A NEW COURSE FOR THE NEW EDITION.	126
IMPORT ASSIGNMENTS FROM OLDER-EDITION COURSE INTO THE NEW COURSE.	128
<b>SECTION 9.4: KEEP YOUR COURSES LIST MANAGEABLE</b>	<b>129</b>
DELETE UNNEEDED COURSES FROM YOUR ACCOUNT.	129
REORDER/HIDE COURSES FROM YOUR ACCOUNT COURSES LIST.	129



## ***Part 1: Implementing NCCERconnect***

## ***Module 1: What are you trying to achieve with NCCERconnect?***

Learning Objective: Understand your online course goals.

The goal of this module is to provide you with insight into your course goals and the expectations that you have tied to incorporating an online component into your course. It will help you think critically regarding issues you are trying to overcome or goals you are trying to achieve as well as provide practical strategies for how NCCERconnect can help address those issues.

### **LESSON 1.1: ARTICULATE YOUR OWN GOALS IN USING NCCERCONNECT—WHAT ARE YOU TRYING TO ACHIEVE?**

There are many reasons instructors choose to use a NCCERconnect course. If you have decided to adopt NCCERconnect, you likely either have a problem you are trying to solve, a gain you are looking to achieve, a goal in mind, or all of the above. It is important to think about WHY you are using the NCCERconnect program before you progress through training so that you can focus on the KEY SECTIONS of training that will benefit you.

At Pearson our mission is to provide quality solutions and services so that every educator and provider can be successful in the classroom and in the field. We've developed NCCERconnect to mitigate some of the most persistent challenges that instructors and students face.

Some of the most common challenges we hear instructors describe as reasons for adopting NCCERconnect are:

1. Not enough classroom time to cover all the content: Finding ways to fit all the content students need to know into existing classroom hours, while also finding time for skills instruction, can be difficult.
2. Spend too much time grading: Many instructors are also practitioners or have other commitments outside of their teaching. Time-consuming activities like grading homework, creating tests, and tracking class progress are time drains.

3. I am not satisfied with my class pass rate or retention rate: If a student begins to struggle in class, it is crucial to pinpoint the student's misunderstandings and remediate quickly. Too often, students who have initial struggles in class are unable to get back on track and end up dropping the course.
4. Students struggle to internalize information just by reading the text: Although some students can internalize content by reading, others need additional practice, visual representations of concepts, and interactive activities.

So let's start with the BIG question, ***"What is YOUR purpose for using NCCERconnect?"*** Do some of these issues, goals, and outcomes resonate with you? Stop for a moment and think about some of the most persistent challenges in your classroom. Then, craft 2–3 goals that are time-sensitive, measurable, and actionable. For example, your goals might include:

- Decrease the average weekly time I spend grading by 2 hours, so I am spending 1 hour a week grading.
- Increase end-of-year student pass rate to 90% and retain 95% of students during the 12-month course.

In the next Lesson, we will take a deeper look into the content available within your NCCERconnect course and how implementing specific items and features can help you achieve the above goals.

## LESSON 1.2: HOW NCCERCONNECT CAN HELP ADDRESS YOUR INSTRUCTIONAL CHALLENGES AND MEET YOUR GOALS

Now that you have goals, let's talk about how we've designed NCCERconnect to help you achieve them. The following table describes the main components of the lab, the challenge each is designed to address, and a description.

Feature	Challenge it solves	Description
Gradebook	Time saving/ classroom analysis	The Gradebook expedites your grading process and crunches the most important numbers for you. It records the scores of auto-graded homework and assessments, and provides you with a variety of ways to analyze your Gradebook data.
Module Assignments	Student pass rate, average mastery	We've prebuilt and/or preassigned assignments into your NCCERconnect course for your convenience. For courses with preassigned content, we've also outlined a suggested learning path for the student.  The assignments within your NCCERconnect course are meant to reinforce concepts, provide remediation, and ultimately allow for mastery of the concepts.
Assignment Manager	Time saving, student mastery	The assignment manager lets you edit prebuilt assignments, manage those assignments that are preassigned, or upload/create your own.
Instructor Resources	Time saving	Your NCCERconnect course comes with resources specifically aligned with your craft area to help save you time preparing to teach your class.
Communication Tools	Time saving	Quickly send a message to all your students or remind them of an upcoming event or assignment.

## Module 2: Understanding the Core Content within NCCERconnect

### Learning Objective: Understand NCCERconnect Content

Your NCCERconnect course is a robust learning management system that is proven to provide measureable gains in student learning outcomes. It has been thoughtfully designed with a range of discipline-specific features that have been created to maximize engagement and relevance. Throughout this guide you will learn how to use your NCCERconnect course effectively.

The first step in knowing how to utilize the course effectively is to become familiar with the tools and content available within your NCCERconnect course.

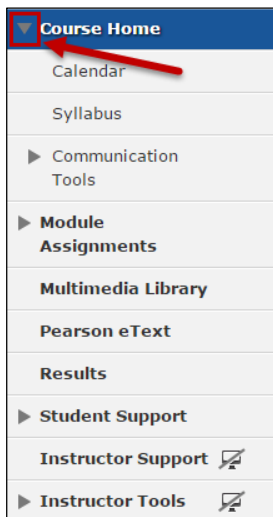
## LESSON 2.1: A GENERAL REVIEW OF NCCERCONNECT CONTENT

Your left navigation bar contains the main components of your course. Assignments are also accessible via the Scrolling Calendar and Upcoming Assignments section on the main Home Page.

**Note:** Not all features are showcased in the same order within the menu.

### The Left Navigation Bar

Within your left toolbar, a triangle next to the title of a tab indicates that there are additional sub-items in that tab. Click on the triangle to reveal the component items.



Below are the list of tabs and sub-tabs in the left navigation bar and a description of their purpose.

#### Course Home

Calendar: This tab has a monthly calendar that displays due dates for upcoming assignments.

Syllabus: In this tab you can copy and paste your syllabus or create your own within your NCCERconnect course for students to view.



## Communication Tools

Email: Send an email to one or more members of the course. Email will be delivered to an account specified upon registration.

Chat and ClassLive: Initiate a Web-based chat session with another online participant in the course. Or, as an Instructor, initiate a group chat session.

Discussion Board: Encourage collaboration and communication among the class by posing discussion questions and viewing instructor/student responses.

Document Sharing: Share documents with instructors only or with the whole class.

## Module Assignments

**Module #**: Each module assignments tab will take students to the list of assignments that you've assigned for that specific module. Students will be able to see the assignment due date, assignment name, whether there is a time limit, the number of attempts they are allowed, and, after they complete it, their score.

**Multimedia Library**: This takes you and students to a search page where you can select a module and types of resources and view available media.

**Pearson eText**: This button launches the eText of the accompanying textbook.

**Results**: The results tab shows students their grades on assignments so far. They can also check their overall course score in this tab.

**Student Support**: This tab provides useful links to our online knowledge base and technical support for the students.

**Instructor Support**: This tab is completely hidden to students. It details how to find technical support and other resources should you need it.

**Instructor Tools**: This tab is completely hidden to students, but is the most important tab for instructors to use to make changes to the course.

Course Home Manager: This tab allows you to make changes to the home page and create new announcements.

Assignment Manager - This tab is the place where you create, edit, and preview assignments, as well as add due dates or specific assignment settings. This tab will be covered in greater depth later in the training.

Gradebook: All of your students' data rolls into the Gradebook. Autograded assignments are automatically sent to the Gradebook and new assignment and class averages calculated. There are multiple view options. (You can


view grades by student, by assignment type, etc.) This tab will also be covered in greater detail.

Roster/Course Details: Clicking this tab will open a new window with a list of students, their email addresses, roles, and statuses.

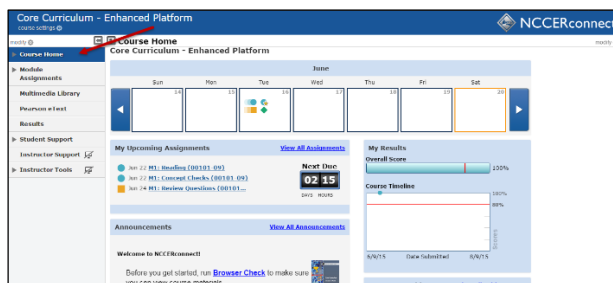
Course Settings: This tab allows you to change some basic settings of course (course beginning and end date, time zone, etc. ...).

Instructor Resources: Clicking the Instructor Resources button on this page will take you to a list of all available instructor resources, organized by module.

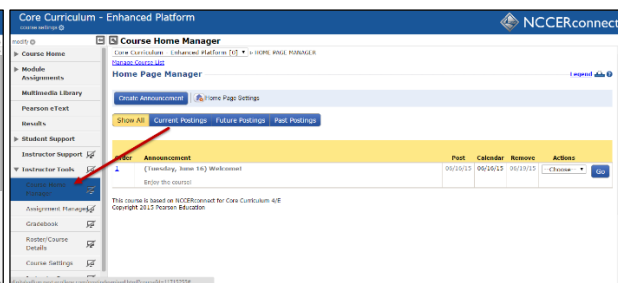
## How to distinguish between the instructor vs. student view

One of the unique and helpful aspects of your NCCERconnect course is that the instructor and the student share the same course view. The only areas on the Course Home page that are for instructor access or view only are the ones with the  icon beside it.

The Course Home: Student View



The Course Home: Instructor View



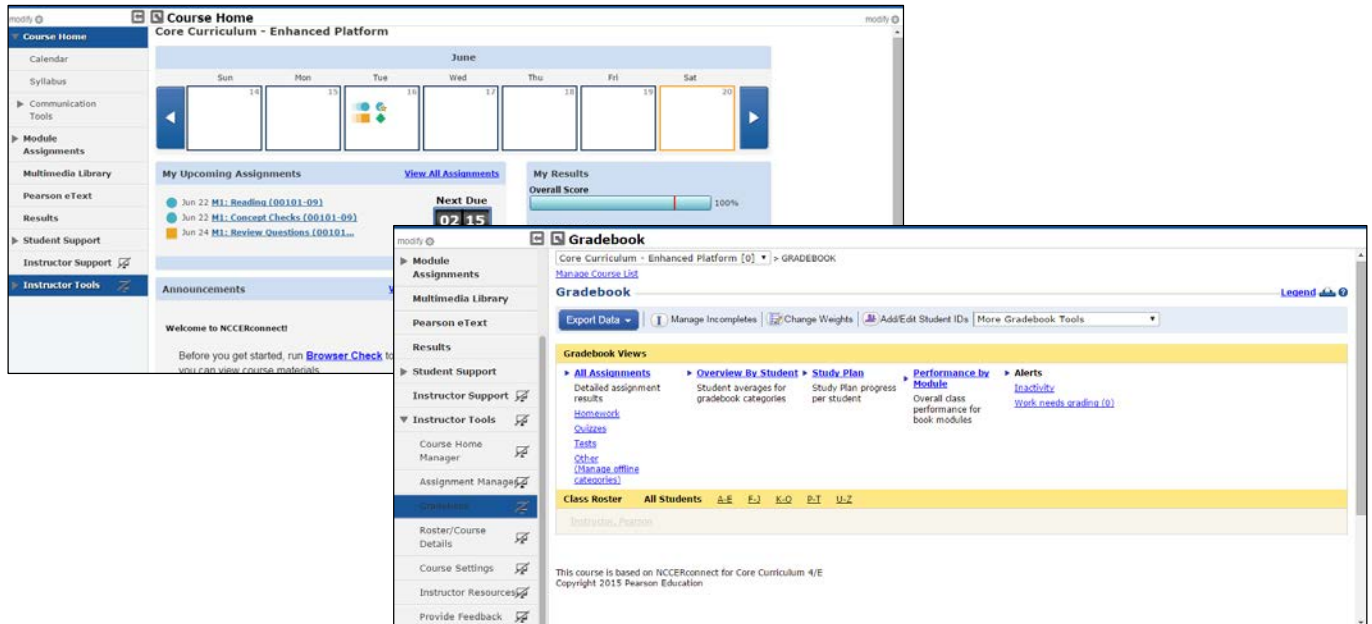
For your convenience, you can access any of the assignments you assign as a student using the student menu items. This allows you to see everything as a student would see it and to actually complete assignments as students would. You will see your name greyed out in the Gradebook. If you wish to see the grades you earn with your student account listed in the Gradebook among your students, you can choose to include instructor scores via Set Scoring Options under More Gradebook Tools.

In addition, students cannot see the modify tabs that allow you to make modifications to the tabs and pages in the lab.

\*Note: If you are new to NCCERCONNECT you can skip this section.

## Transitioning from NCCERconnect Native to Enhanced NCCERconnect XL

If you are transitioning from the previous (Native) version of NCCERconnect to the Enhanced (XL) platform, we have outlined some important details and best practices that will be helpful.



## Key Enhancements to Course Content & Navigation

- NEW! Home page with visually clear assignment calendar
- NEW! Streamlined course Content
  - Section concept checks rolled up into 1 module homework assignment
  - Assignments are only a click away – Select Module Assignments then the Module, assignments are hyperlinked now from the course window

## Key Enhancements to the Assingment Manager

- NEW! Assigning content now only takes 2 clicks.
- NEW! Change Dates & Assign Status button allows you to make bulk changes to your assignments.
- NEW! Set individual student settings for students with special needs and/or special circumstances.

## Key Enhancements to the Gradebook

- NEW! Time on Task feature tracks all assigned assignments.
- NEW! Ability to weigh grades
- NEW! No more scrolling to the right
- NEW! Inactivity Alerts
- NEW! Search / Email by criteria feature
- NEW! Quick and easy exporting
- NEW! Direct syncing with third part LMS systems.

## What Additional Course Design is Changing?

We have renamed and/or moved some of the assignments in the new version. The table below will help you identify some of your favorite assignments in the new courses.

Content Name in Previous Version	Content Name in New Version	Location in New Version
Module # (multiple tabs for each module)	Module Assignments (1 click – to reveal the individual modules)	Left toolbar
Module eText	Reading	Within the individual module
Media Library	Multimedia Library	Left toolbar
Section	N/A – no longer exists	N/A
Module Summary	N/A – no longer exists	N/A
Concept Check	1 modular concept check homework assignment	Within the individual module
Communication Tools	Communication Tools	Under Course Home (click the triangle to the right of Course Home)
Syllabus	Syllabus	Under Course Home (click the triangle to the right of Course Home)
Assignment Calendar	Calendar	Under Course Home (click the triangle to the right of Course Home) Scrolling Calendar also on Course Home page
Gradebook	Student's Gradebook = Results	Results within the left toolbar
	Instructor's Gradebook = Gradebook	Gradebook within Instructor Tools
Performance Reporting	Item Analysis	Gradebook
Submissions	No longer available	N/A

## What New Functionality Can I Expect?

A new platform brings new functionality to your courses. Some desired functionality that was not available in previous course versions is addressed in new courses. See the grid below for a list of features/tasks that you were unable to do or which required a workaround that will now be easily handled in your new courses.

Task	Process in Previous Courses	Feature in New Courses
Managing content and customizations for multiple sections in the same term	All changes had to be made in all sections individually	<b>Course Groups: Coordinator/Member Courses:</b> Instructor Tools > Course Settings > General Settings > Edit
Create a multi-module assessment	N/A	<b>Create Tests in Assignment Manager:</b> Instructor Tools > Assignment Manager > Create Assignment
Extending a due date for an individual student or specified group of students	N/A	<b>Settings per Student:</b> Instructor Tools > Assignment Manager > Actions Dropdown > Individual Student Settings
Extending the time limit on an assignment date for an individual student or specified group of students	N/A	<b>Settings per Student:</b> Instructor Tools > Assignment Manager > Actions Dropdown > Individual Student Settings
Submit Zeroes for students who do not complete an assignment by the due date	N/A	<b>Manage Incompletes:</b> Instructor Tools > Gradebook > Manage Incompletes
Assignment weighting in the Gradebook	N/A	<b>Change Weights:</b> Instructor Tools > Gradebook > Change Weights
Late submissions penalty	N/A	<b>Scoring Options:</b> Within the individual homework assignment > Settings Page > Scoring Options
Lockdown browser	N/A	<b>Lockdown Browser:</b> Instructor Tools > Course Settings > Learning Aids and Test Options > Edit
Assignment Prerequisites	N/A	<b>Prerequisites:</b> Instructor Tools > Assignment Manager > Set Prerequisites
Drop Lowest Scores	N/A	<b>Drop Lowest Scores:</b> Instructor Tools > Gradebook > More Gradebook Tools Dropdown > Drop Lowest Scores
Test Question Item Analysis	N/A	<b>Item Analysis:</b> Instructor Tools > Gradebook > IA Button or from Actions dropdown Item Analysis
Snapshot Report of All Classroom Progress	N/A	<b>Reporting Dashboard:</b> Instructor Tools > Gradebook > More Gradebook Tools Dropdown > Go to Reporting Dashboard
Search/Email by Criteria	N/A	<b>Search/Email by Criteria:</b> Instructor Tools > Gradebook > More Gradebook Tools Dropdown > Search/Email by Criteria
Inactivity Alerts	Performance Reporting showed those students who had been inactive in a listing	<b>Enhanced Inactivity Alerts:</b> Instructor Tools > Gradebook > Inactivity

## Module 3: Suggested Implementation Strategies

### Learning Objective: Craft A Successful Implementation

This module offers “best practices” and suggestions for implementation so that you can craft a success game plan for implementing NCCERconnect into your course.

## LESSON 3.1: BEST PRACTICES FOR USING NCCERCONNECT



### Top 10 Best Practices for Utilizing NCCERconnect

1. Identify the problem(s) you want to solve through the implementation/use of NCCERconnect. The clearer you are about why you want to adopt a NCCERconnect product, the more likely you will be to successfully address those issues.

2. Attend a NCCERconnect Training session and follow the recommend best practices. [Click here to register for a live session.](#)

3. Set up NCCERconnect to fit your course structure and goals. Will the technology be used in a face-to-face setting, online, or hybrid? How will you assess the effectiveness of the learning experience? Be sure to discuss your intended implementation with your trainer.

4. Build an assessment plan. Decide how you will measure data, track results, and document observations.

5. Start Small. Ease into your NCCERconnect experience by slowly adding different aspects of the NCCERconnect program into your course.

6. Position students for success. Pearson provides lots of resources to help get students started successfully. Be sure to pass these tools along to your students and work with your [Pearson NCCER Executive Director](#) if you have questions. *Setting student expectations, requiring regular NCCERconnect work, and*



*understanding the program and the settings will help you have a smooth semester and help to guarantee results.* Click the [Pearson Get Started Student Resources](#) link to learn more.

7. Connect and Engage with Students. NCCERconnect offers many communication tools and options for regular and active communication. For example, assigning pre-lecture assignments as homework enables you to run a report that shows where the common misconceptions or confusion lies and allows you to tailor your class presentation accordingly. You can also communicate directly and easily with students who are struggling or those who are exceling with just a few simple clicks. Students find this very motivating and engaging.

8. Require the built-in homework items. Studies show a strong correlation between time spent on homework and higher final grades. Discuss this with students early in the term.

9. Conduct frequent assessments and make assigned work within NCCERconnect worth a minimum of 15 percent of the final course grade. One student focus group student commented enthusiastically that they liked how their instructor used “small, frequent assignments” in the NCCERconnect. Usage statistics show that more than 90% of students complete assignments that contribute significantly to their grade while fewer than 10% do optional assignments. Regular assessment with proper feedback helps with retention and learning.

10. Track learning gains. Consider what you want to track and what metrics you will use to track it. Pertinent information might include homework scores, exam or quiz grades, and pass/fail rates. It is also important to try to correlate the time spent in the program with the grade earned and, if appropriate, success in subsequent terms.

“These recommended best practices are invaluable. Although we already employ several of them, I see some good ideas about how we could do more of them and do them better.”

—Dr. Larry Taube, Associate Professor  
and Director of Undergraduate Programs,  
Information Systems & Operations Management,  
University of North Carolina at Greensboro  
School of Business

You can read Pearson’s full report *MyLab & Mastering: The 10 Best Practices* by [clicking here](#). This publication observes that simply adding any technology product to your course won’t guarantee instant resolution of your institution’s teaching and learning challenges. However, adoption of the best practices described above in concert with NCCERconnect implementation has repeatedly shown to yield positive results that both continue through the course sequence and remain sustainable over time.

## Additional Best Practices for Maximizing Success within Your Course

So what are some additional best practices that we've learned from instructors like yourself? As you explore the materials in these modules and lessons, you will learn about many different tools. Take a few minutes to review the chart that follows for some additional ideas about "Best Practices" you can incorporate into your own classroom.

Topic	Sample ideas
Course Management	<ul style="list-style-type: none"><li>• Bookmark instructor and student help files for FAQ purposes.</li><li>• Create a course for instructor use only. You can use this to make changes as you teach during the term or try out new resources or ideas you've gained from attending a seminar.</li><li>• Consider using coordinator courses if you teach multiple sections of the same course.</li></ul>
Announcements	<ul style="list-style-type: none"><li>• Remind students of important course dates and communicate changes in course information.</li><li>• Hit them with the message twice using the Save &amp; Email function.</li><li>• You can copy/paste messages from another source such as a Word document or website.</li></ul>
Gradebook and Roster	<ul style="list-style-type: none"><li>• Use Item Analysis to check student understanding of questions and/or objectives.</li><li>• Email students by criteria such as assignment performance using the Search/Email by Criteria option in the Gradebook tools.</li><li>• Change a student's status to inactive if the student withdraws from the course, so that your roster remains current.</li><li>• At the end of a semester, export your course data and save it for record-keeping purposes.</li></ul>
Course Design	<ul style="list-style-type: none"><li>• Add content pages that contain your syllabus, projects, or other instructor-made materials.</li><li>• Modify your course menu to move frequently used tools to the top. Remove or hide unused items to streamline your course menu.</li><li>• Add discussion threads by module or topic to focus on strategic points.</li></ul>

## LESSON 3.2: COMMON GOALS AND RECOMMENDED IMPLEMENTATION STRATEGIES

You may already have an idea of how you want your NCCERconnect course to be set up. But if you don't, you may want to model your course after the examples that follow. This lesson will take a closer look at two of the most common goals for using the NCCERconnect course and how you can implement specific content to satisfy those goals and achieve your desired outcomes. Since there are different modes to deliver a course (traditional, online, hybrid, flipped classroom), each goal will also include best practices for applicable modes of course delivery.

Implementation Strategy 1: Making the Most of Classroom Time

Implementation Strategy 2: Increase Class Pass Rate/Retention Rate

---

### Implementation Strategy 1: Making the Most of Classroom Time

---

*Modes for Course Delivery: Hybrid, Flipped (or Modified Flipped) Classroom*

Finding ways to fit the volume of content students need to know into existing classroom hours, while also finding time for skills instruction, is difficult.

Additionally, we often hear from instructors that students do not read the textbook and therefore do not come to class prepared. Because of this, you end up spending much of your in-class time lecturing on basic concepts and can't use your class time to do the things you really want to do.

If you want to hold your students accountable for learning outside the classroom to allow more flexibility with your class time, we recommend the following Implementation Strategy for Success:

- Assign the Reading and Concept Check homework assignments to be completed before the class in which you will be discussing that module's content. (Additional homework assignments – if available for your craft – can be assigned as well.)
- Use item analysis to pinpoint unclear concepts and objectives to which you can add more focus during class.
- Assign the Review Question quiz to be completed after the in-class lecture.
- Weight the scores of these assignments in the overall course grade to encourage completion.

- Require a response to a Discussion Question as a homework assignment in preparation for the class lecture.

Anticipated Outcomes:

- Students come to class prepared to participate.
- Free up class time previously used for basic lecture to implement hands-on activities.
- Students keep pace with the course.
- Topics/concepts students find difficult are easily identified.

Encouraging student engagement with course material outside of the classroom can help you and students in two ways. First, students gain stronger skills more quickly when they spend more time engaging with the course material. Second, your limited class time becomes richer. Since students come to class already familiar with the concepts for the topics you are covering, you can spend less time lecturing on basic course content and more time emphasizing active learning and course-related activities.

To accomplish this Implementation Strategy, we recommend that you review the following Recommended Implementation Lessons within the main NCCERconnect Instructor's Guide:

1	<a href="#">Assigning Effective Assignments</a>
2	<a href="#">Add Grade Weighting to Place Desired Weights to Different Assignment Categories</a>
3	<a href="#">Review Class Results and Performance of Assigned Content</a>

## Implementation Strategy 2: Increase Class Pass Rate/Retention Rate

*Modes for Course Delivery: Traditional, Online, Hybrid, Flipped (or Modified Flipped) Classroom*

If students are struggling, it is crucial to pinpoint their misunderstandings and remediate quickly.

If your goal is to increase your pass rate for your classroom or your retention rate, we recommend the following Implementation Strategy for Success.

1: Use online Assessments & Item Analysis to frequently check your students' understanding of course material.

- Assign the pre-built homework / quiz assignments.
- Create and assign a practice Module Test.
- Frequently utilize the item analysis feature after students complete each exam to pinpoint unclear concepts and objectives to which you can add more focus during class.
- Weight the scores of these assignments in the overall course grade to encourage completion.

2: Use online high-stakes assessments to test student mastery.

For any of the assessments you give, you may want to utilize these options to reduce the opportunity for cheating:

- Add the Lockdown option for your course so that you can enable the Lockdown Browser feature later.
- Apply the following settings to quizzes, tests, and exams.
  - Enable the question-pooling feature to add variations for a single question on the assessments. *(Note: Item Analysis is not available if you choose to pool questions.)*
  - Add a short availability window with a time limit.
  - Require the Lockdown Browser.
  - Limit the number of attempts to one.
  - Scramble the question order for each student.
  - Choose to show Learning Aids in Review mode only.
  - Set "Results Display" option to Test Summary shows test score only.
  - Set "Reviewing Test" option to Student can review submitted test any time after the due date.
  - OPTIONAL: Set a password.

3: Use the Gradebook search and email feature to identify and communicate to “At Risk” students.

**Anticipated Outcomes:**

- At-risk students can be identified early enough to take appropriate action to get them back on track.
- Students can complete high-stakes testing online without the ability to cheat.
- Testing in NCCERconnect provides practice for the NCCER certification exam for comfort and familiarity with the exam style prior to taking it.
- Open lines of communication with struggling students.

Research shows that assessing student learning frequently results in better learning outcomes, as the instructor will have specific knowledge of student deficits in skills and have time to address them.

To accomplish this Implementation Strategy, we recommend that you review the following Recommended Implementation Lessons within the main NCCERconnect Instructor’s Guide:

1	<a href="#">Assign Homework and Quizzes</a>
2	<a href="#">Add Custom Assignments, Exams, and Content for Students</a>
3	<a href="#">Manage Assignment Settings and Preferences</a>
4	<a href="#">Select How and When Students Can Review Submitted Assignments</a>
5	<a href="#">Add Measures to Assignments to Prevent Cheating</a>
6	<a href="#">Review Class Results and Performance of Assigned Content</a>

## **LESSON 3.5: HOW DO YOU KNOW THAT YOU ARE ACHIEVING RESULTS WITH NCCERCONNECT?**

Take a look back at the goals you described earlier. It is important to us that we can measure whether you actually achieve those goals using NCCERconnect. In order to measure your progress to goals, you need to decide what evidence you will collect and how often.

**If you are struggling to figure out how to measure your course goals or are interested in participating in a case study, contact your Pearson NCCER Executive Director and ask about being put in touch with our Efficacy and Implementation team.**

[You can find your representative here.](#)



## MODULE 4: GETTING STARTED WITH YOUR STUDENTS



### Learning Objective: Get Your Students Started Right

Setting expectations and providing clear instructions will ensure that your students get started with NCCERconnect successfully.

We've compiled this list of "best practices" within successful classrooms. We invite you to browse this list and incorporate some of these ideas for your own classroom success!

- Provide students with your Course ID and custom registration handout to help them register and enroll in your NCCERconnect course.

### **NCCERCONNECT Quick Steps to Finding Your Student Registration Handout**

From your Pearson Dashboard > Click Details (to the right of the course name) > Download the Student Registration Handout (under the book cover image)

- Direct students to the Pearson Student Get Started Resources. These can be found [HERE](#).

Encourage students to run the Browser Check to ensure all plug-ins and recent versions of needed software are installed. An announcement to remind your students to do this will be prepopulated within your course. You can also find the link to the browser tune-up under the Sign In on the MyLab Home page. [www.nccerconnect.com](http://www.nccerconnect.com)

- Review the student registration process to help you relate to your students' registration experience. You can find a great video tutorial [HERE](#).
- Add a student ID into the student's NCCERconnect profile if you need an identifier in addition to student name (optional).
- Review the top registration errors and tips on avoiding them. These are found on the [Student Support page](#) of the NCCERCONNECT site.

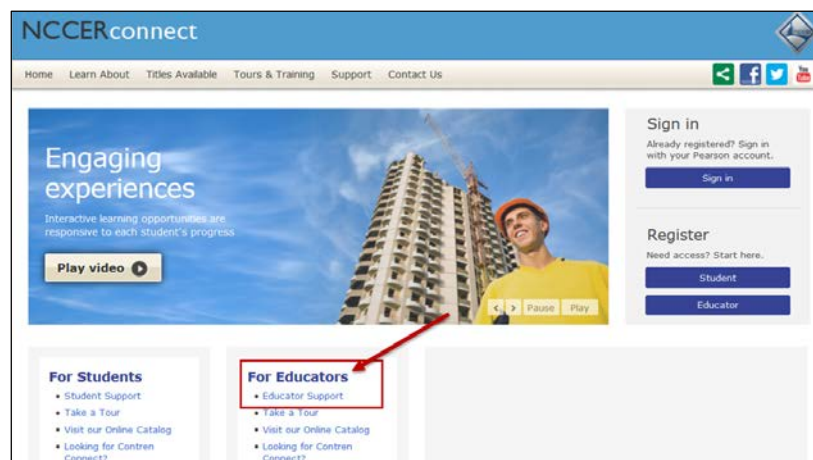
## MODULE 5: Getting Help When You Need It

### Learning Objective: How to Stay on Track with the NCCERconnect Platform

Don't let your knowledge of the NCCERconnect platform be a barrier to successful implementation. This module offers "best practices" and suggestions for getting help when you need it so that you can stay on track for success.

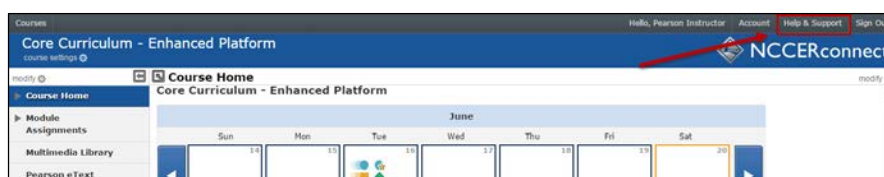
### Maximizing the Support Resources @ [www.nccerconnect.com](http://www.nccerconnect.com)

A wealth of resources to support your NCCERconnect efforts are available right from the Home page at [www.nccerconnect.com](http://www.nccerconnect.com). Click on the Educator Support link to find additional links to Live Online Training, Training Videos, and more. Click on the image below to be directed to these resources.



### Accessing the Help & Support Tab

Once you are logged in to your NCCERconnect course, you will notice a "Help & Support" link in the upper right-hand corner. Clicking Help & Support will open up a new window where you can find links to additional information on accessibility, custom question creation, links to technical support, student support, and more. Click the image below to be directed to the Support Link.

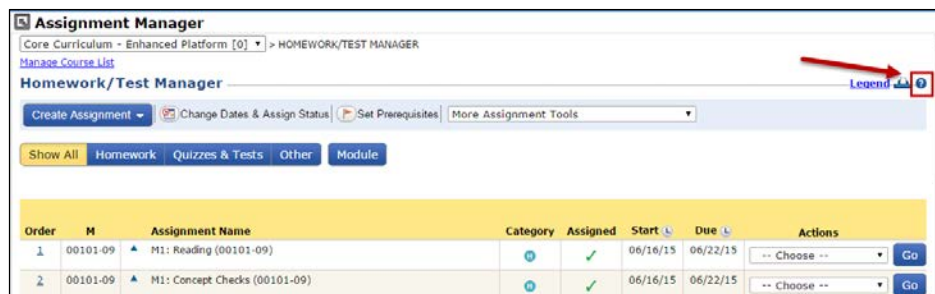


## In-Product Textual Help

Once you are in one of the NCCERconnect tabs, such as the Assignment Manager, you will find a “?” icon located beside a printer icon. ***This is probably the most helpful button in your course!***

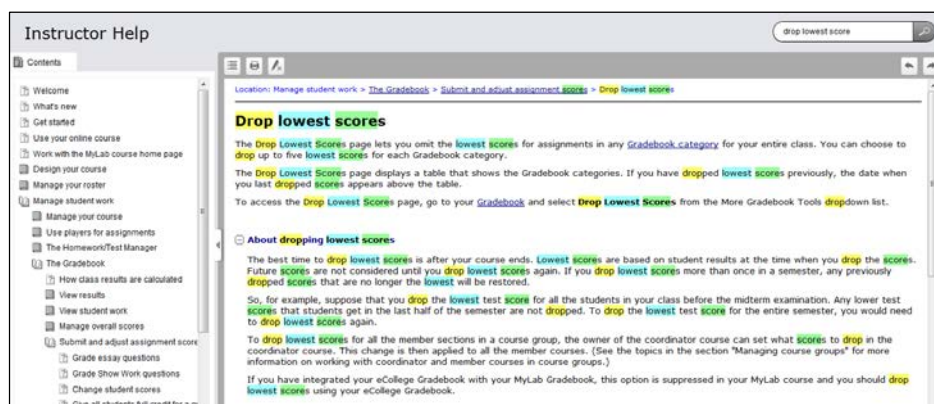
Clicking on this icon at any time will take you to contextual help related to the page you are currently viewing. It also opens up the in-product help and a search option. This is invaluable to new and experienced users alike as it will give very detailed information on how to perform various functions, what the terminology means, and implications of the action being taken.

Here is a sample screen shot of using the help “?” within the Instructor Tools > Assignment area.



As you can see above, the instructor is logged in to a course and has clicked on the Assignment Manager tab within Instructor Tools. The instructor then clicked on the “?” icon in the right-hand corner and, because the instructor was in the Homework/Test Manager when the instructor accessed the “?” icon, the documentation that shows up will be related to the Homework/Test Manager functionality.

Once within the in-product help, there is also a “Search All Topics” option available. You can search for any task and the in-product help will then appear. See the example below, a search for “drop lowest score”.





# BREAKTHROUGH Together

ALWAYS LEARNING

PEARSON

## *Part 2: Getting Started*



How Do I?  
Video Tutorials

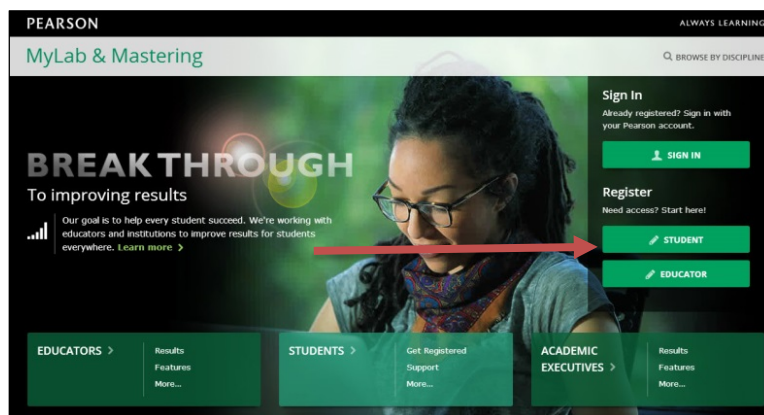
ALWAYS LEARNING

PEARSON



## Register for NCCERconnect

1. Create your instructor account. Go to [www.nccerconnect.com](http://www.nccerconnect.com) and click **Educator** under the Register section on the right side of the page.



2. To register for NCCERconnect you must have an instructor code. If you do not already have a code, follow the directions to request an access code online from your [Pearson / NCCER Executive Director](#).

Educator Registration

To register for MyAccountingLab, you need an instructor access code.  
Do you have an access code?

Yes, I have an access code >

No, I would like to request access >

If you already have an access code, click **I Accept** in the License Agreement and Privacy Policy page. Then follow the instructions provided on screen to register your access code and to create your Pearson instructor account.

## Create Your NCCERconnect Course

Your first step in building a successful NCCERconnect course is to “Create A Course.” And creating a course is stress-free because nothing is set in stone. You can easily adjust any of your course settings after creation.



### STEP BY STEP: CREATING A STANDARD COURSE

*From the Pearson Dashboard*

1. Create/Copy Course button
2. Search author/title/ISBN
3. GO
4. Find your textbook
5. Select Course Materials button
6. Enter the requested course information—click the calendar icons to quickly enter dates
7. Create Course Now button

These instructions pertain to creating your own course from scratch. If you are interested in copying another instructor's course, upgrading to a new edition of your textbook, or creating multiple copies of the same course, we recommend you read [Create A Copy of A Course](#).



## Coordinator/Member Courses

If you need multiple sections, you can create a Coordinator (Master) Course and then create Member Courses. The advantages to setting up a Coordinator structure in your NCCERconnect include:

- You can establish consistency of use across sections.
- You can pull data across all sections with just a few clicks.
- You can see what is going on in other sections.
- You can modify one course, and those modifications will flow.
- You can enforce requirements across sections.

Creation of your NCCERconnect Coordinator Course is a two-step process. You must first create a standard course based on the title you are using for your program. Then you must change the course from a Standard Course to a Coordinator Course.

### **STEP BY STEP: CONVERTING A STANDARD COURSE TO A COORDINATOR COURSE**

*From inside your course:*

1. Course Settings (on the top left) OR Instructor Tools > Course Settings
2. General Settings
3. Edit
4. Choose Coordinator Course (in the dropdown)
5. SAVE button

**Course Settings**

**Edit Course**

Legend

1 Start 2 Availability 3 Group Admin 4 Course Access 5 Coverage

Type of course to create: **Coordinator** [Learn about course types](#)

Course name: Core Curriculum - Enhanced Platform

Book: NCCERconnect for Core Curriculum 4/E

Cancel Next Save

**NOTE:** Courses that already have student enrollment cannot be converted to a Coordinator Course.

The information that **will flow** from your Coordinator Course to your Member Course(s) includes:

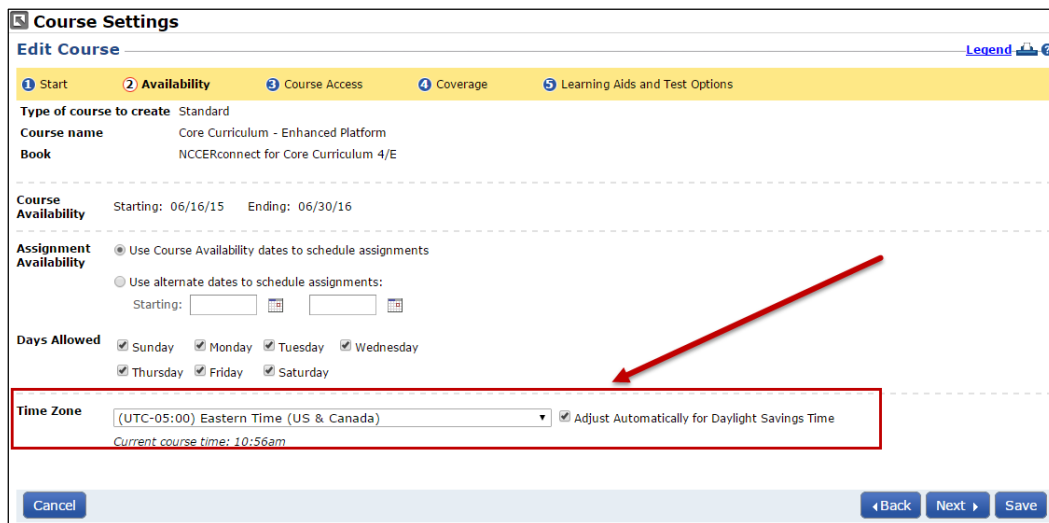
- Assignments created in the Assignment Manager
- Study Plan Manager Settings
- Gradebook Settings
- Announcements made through the Course Home Manager


Things that **will NOT flow** to the Member sections during the term include:

- Document Uploads
- Changes made to the left navigation

## Confirm and (if needed) Change Your Time Zone

The default time zone for NCCERconnect is U.S. Eastern. The default time zone will affect all assignment start and due dates. Before you start setting due dates for your assignments, you should confirm and change (if needed) the time zone that you are in.



**Course Settings**  
**Edit Course** [Legend](#) 



1 Start 2 **Availability** 3 Course Access 4 Coverage 5 Learning Aids and Test Options

Type of course to create Standard  
Course name Core Curriculum - Enhanced Platform  
Book NCCERconnect for Core Curriculum 4/E

---

Course Availability Starting: 06/16/15 Ending: 06/30/16

---

Assignment Availability ☒ Use Course Availability dates to schedule assignments  
☐ Use alternate dates to schedule assignments:  
Starting:    

Days Allowed ☒ Sunday ☒ Monday ☒ Tuesday ☒ Wednesday  
☒ Thursday ☒ Friday ☒ Saturday

---

Time Zone (UTC-05:00) Eastern Time (US & Canada) ☒ Adjust Automatically for Daylight Savings Time  
Current course time: 10:56am

## STEP BY STEP: CHANGE YOUR TIME ZONE

*From inside your course:*

1. Instructor Tools
2. Course Settings
3. Availability > Edit
4. Use the dropdown menu to select your time zone
5. Save

## Assigning Assignments

### Understanding the difference between Pre-Built and Pre-Assigned



How Do I?  
Video Tutorials

There are two types of content within your NCCERconnect course: Pre-Built and Pre-Assigned. Understanding the difference is a key beginning step to building out assignments for your students.

Pre-Built assignments are assignments created by Pearson and loaded into your NCCERconnect course. These assignments can be found within Instructor Tools > Assignment Manager. These assignments, however, are not “assigned” to your students; they will not be viewable until you choose to assign them and make them available to your students.

Pre-Assigned assignments are assignments that have been pre-built and pre-assigned. In this instance, based on customer surveys and focus groups, Pearson has chosen a recommended learning path for your students to follow for each module. These pre-assigned assignments are available by default from your course start date.

Your NCCERconnect course may have a combination of pre-built and pre-assigned assignments. You can determine which type of assignment is in your course by looking at the Assignment Manager within your Instructor Tools. Look at the “Assigned” column. A green check mark ✓ indicates that the assignment is assigned and viewable to your students.

Assignment Manager									
Core Curriculum - Enhanced Platform [0] > HOMEWORK/TEST MANAGER									
<a href="#">Manage Course List</a>									
Homework/Test Manager									
<a href="#">Create Assignment</a> <a href="#">Change Dates &amp; Assign Status</a> <a href="#">Set Prerequisites</a> <a href="#">More Assignment Tools</a>									
<a href="#">Show All</a> <a href="#">Homework</a> <a href="#">Quizzes &amp; Tests</a> <a href="#">Other</a> <a href="#">Module</a>									
Order	M	Assignment Name	Category	Assigned	Status				
1	00101-09	M1: Reading (00101-09)	H	✓	06/16/15				
2	00101-09	M1: Concept Checks (00101-09)	H	✓	06/16/15	06/22/15	-- Choose --		Go
3	00101-09	M1: Trade Terms (00101-09)	H	✓	06/16/15				
4	00101-09	M1: Review Questions (00101-09)	Q		06/16/15				
5	00102-09	M2: Reading (00102-09)	H	✓	06/16/15				
6	00102-09	M2: Concept Checks (00102-09)	H	✓	06/16/15				
7	00102-09	M2: Trade Terms (00102-09)	H	✓	06/16/15				

**PRE-ASSIGNED**  
Content is built and assigned.  
Content is viewable to the student  
upon the course start.

**PRE-BUILT**  
Content is built, but unassigned.  
Content will not be viewable to  
the students until it is assigned.

## Assigning Pre-Built, UNASSIGNED Assignments

If your NCCERconnect course has pre-built but UNASSIGNED assignments, you will need to assign ALL the content you wish the students to complete.

If you simply want the assignments to be available to your students, all you have to do is “assign” those assignments that you want your students to complete. The assignments will be available from the day that you choose to assign them.

### **STEP BY STEP: ASSIGNING PRE-BUILT, UNASSIGNED ASSIGNMENTS INDIVIDUALLY**

*From within your course:*

1. Instructor Tools
2. Assignment Manager
3. Find the Assignment you need
4. Select Assign from the Actions dropdown
5. GO

### **STEP BY STEP: ASSIGNING MULTIPLE PRE-BUILT, UNASSIGNED ASSIGNMENTS AT THE SAME TIME**

*From within your course:*

1. Instructor Tools
2. Assignment Manager
3. Change Dates and Assign Status button
4. Select the assignments that you wish to assign by checking the box in the far left column
5. Use the Multiple Assignment Settings bar
6. Select the Assigned button
7. Hit Apply to Selected button
8. Choose Update All Settings or Update Changes Only

For more detailed information on this process, [click here](#) to be directed to our in-product help.

Read on to learn more about assigning due dates and setting other preferences for assignments that are assigned.

## Setting Your Start/Due Dates

### Managing Assigned Assignments Individually

You may want to assign due dates for your assigned assignments to keep your students on track for where you want them to be within the course.

You may also want to change the assignment start date so that it becomes available to them on the day you want them to start working on it.

Also, you may want to adjust additional settings for each assignment.

A closer look at the customizations/settings within the assignments can be found [later in this guide](#). Follow the Quick Steps below to quickly access the settings for pre-built, assigned assignments.



How Do I?  
Video Tutorials

#### **NCCERconnect Quick Steps to Managing Pre-Assigned Assignments**

From within your course > Instructor Tools > Assignment Manager > Find the assignment you need > Select Edit from the Actions Dropdown > GO > Make any necessary changes > Select Next to advance to the next settings > Select Save or Save & Assign

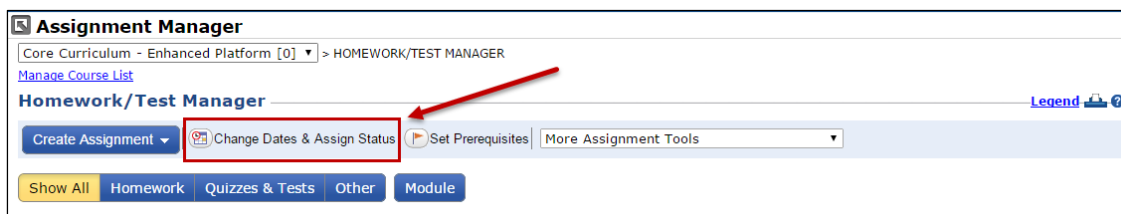
***or***

From within your course > Instructor Tools > Assignment Manager > Change Dates and Assign Status button > Select the assignments to which you wish to make changes by checking the box in the far left column > use the Multiple Assignment Settings bar to make bulk changes > Hit Apply to Selected > Choose Update All Settings or Update Changes Only

For more detailed information on this process, [click here](#) to be directed to our in-product help.

# Manage Multiple Assigned Assignments Settings At One Time

You may find it easier to edit multiple assignments at the same time. In this case you will want to utilize our Change Dates & Assign Status button and/or our Multiple Assignment Manager. These features allow you to save time and quickly change dates/settings for multiple assignments within your course.



Within this page, you can use the Multiple Assignment Setting to change multiple assignment items to the same settings at once, or you can individually edit multiple items quickly without going into the full Homework Manager settings. ***This is a great option if you are keeping your homework loaded as Pearson has created it and just changing due dates.***

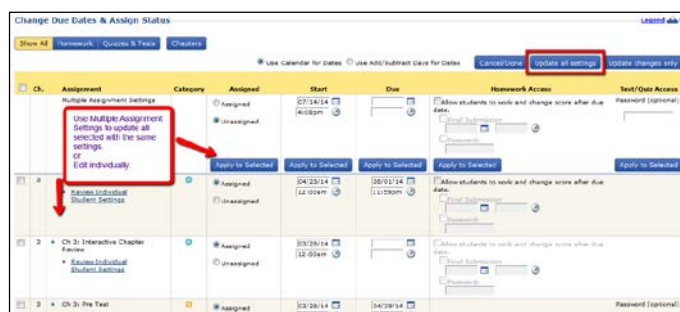
## NCCERconnect Quick Steps to Utilizing the Change Date & Assign Status Button

From inside your Course > Instructor Tools > Assignment Manager > Change Date & Assign Status button > ***then...***

*IF you are editing individually:* Find the assignments you wish to edit > Make your changes > Choose Update all settings or Update changes only

***or***

*IF you are utilizing the Multiple Assignment Settings button:* Use the boxes in the first column to select items you wish to have edits > Use the top row that says "Multiple Assignment Settings" and input your changes > Choose Update all settings or Update changes only



For more detailed information on this process, [click here](#) to be directed to our in-product help.





ALWAYS LEARNING

PEARSON

## ***Part 3: Executing Implementation —A Step by Step Approach***

ALWAYS LEARNING

PEARSON



## MODULE 1: “HELP! I NEED TO ...”

This module will provide you with a “just-in-time” how-to cheat sheet for popular functions within your NCCERconnect course. For a deeper dive into platform functionality, including additional implementation suggestions and screen grabs, click on the topic name (in bold below) to jump to that portion of this interactive guide. Additionally, you can find further explanations for other course settings/preferences in the remaining modules within Part 3. See the [Table of Contents](#) for a full listing of available steps.

### ***Help! I need to ...***

#### **CREATE A COURSE**

Sign in at [www.nccerconnect.com](http://www.nccerconnect.com) > “Create your 1<sup>st</sup> Course” or “Create/Copy Course” button > Search NCCER – GO > Select Course Materials > Enter required course information > “Create Course Now” button

#### **COPY A COURSE**

Sign in at [www.nccerconnect.com](http://www.nccerconnect.com) > “Create your 1<sup>st</sup> Course” or “Create/Copy Course” button > “Copy A Course” > Select one of your existing courses from the “Copy One of your Existing Courses” dropdown or Select “Copy Another Instructor’s Course” and enter the course ID – GO > Select Course Materials > Enter required course information > “Create Course Now” button

#### **CREATE COORDINATOR/MEMBER COURSES**

We suggest that you read our full implementation section for this feature by clicking the title above if you are interested in doing this within your program.

#### **ADD AN INSTRUCTOR TO MY COURSE**

Begin by having the instructor register as a student. Your [Pearson NCCER Executive Director](#) can provide you with a complimentary student access code for this purpose. Make sure that you provide your course ID along with the access code to your adjunct/section instructor. Once the instructor is registered as a student, you can do the following:

From inside your course > Instructor Tools > Roster/Course Details > Click the word “Student” under the Role column > Select “Section Instructor” > Choose “Roster Access” if desired > Save > “X” to close out, ***then ...***

Instructor Tools > Course Settings > Course Access – Edit > Choose your “Section Instructor Access” options > Save

## Help! I need to ...

### CHANGE MY TIME ZONE\*

From inside your course > Instructor Tools > Course Settings > Availability – Edit > Select Your Time Zone from the dropdown menu > Save

*\*Note: The default setting is Eastern Time Zone.*

### ASSIGN START DATES AND DUE DATES

#### Individual Assignment

From inside your course > Instructor Tools > Assignment Manager > Find your assignment > Choose “Settings for class” from the Actions dropdown > GO > Click on the calendar and clock icons to set your dates > Save & Assign

or

#### Multiple Assignments

From inside your course > Instructor Tools > Assignment Manager > Change Dates and Assign Status > Modules > Select your module from the dropdown > GO > Use the “Multiple Assignment Settings” bar at the top of the table to make your multiple assignment settings > Use the box in the far left column to select the assignments that the change will be applied to > Apply to Selected > Update Changes

### CREATE AN ANNOUNCEMENT

From inside your course > Instructor Tools > Course Home Manager > Create Announcement > Select posting and removal date > Add a title and your message > Choose “Save” or “Save and Email”

### ADD A SYLLABUS

From inside your course > click the triangle to the left of the Course Home > Select “Syllabus” from the left toolbar > Use the right-hand modify button and select “Manage” > Choose “Compose Text Item” to create a syllabus within your NCCERCONNECT course or choose “Upload Microsoft Word Syllabus” to upload your own pre-created document > Add > Follow remaining prompts

## ***Help! I need to ...***

### **REMOVE MODULES FROM MY COURSE**

From inside your course > Instructor Tools > Course Settings > Coverage – Edit > Deselect Modules by unclicking the box next to the module name > Save *then*

Use the left-hand modify button > Settings Tab > Drop open the Module Assignments > Check the box in the “hidden” column for each module removed from your course > “X” to close and save

### **CREATE CUSTOM ASSIGNMENTS**

We suggest that you read our full implementation section for this feature by clicking the title above if you are interested in doing this within your program.

### **APPLY AN INDIVIDUAL STUDENT SETTING**

From inside your course > Instructor Tools > Assignment Manager > “More Assignment Tools” dropdown menu > Individual Student Settings > per student > Click “Change” next to “Students with individual settings” to select students that need individual settings > OK > Use the dropdown to select the student > GO > Select “Homework” or “Quizzes & Tests” > Add/Remove Assignments > Select Assignment > OK > Make your changes > Update

*\*Note: This is one way to apply this change. Individual Student Setting can also be applied by assignment vs. by student. A link to this setting is also found in the top right of every Settings tab within an individual assignment.*

### **ADD A PREREQUISITE TO AN ASSIGNMENT**

From inside your course > Instructor Tools > Assignment Manager > Set Prerequisites > Select “Show All”, “Homework”, or “Quizzes & Tests” > Select “Basic” or “Advanced” > Use the dropdown menu under “Prerequisite Item” to select the prerequisite for the assignment listed to the right > Choose a minimum score if desired > Check the “Multiple Prerequisite” box to add an additional prerequisite to that assignment > Update

## ***Help! I need to ...***

### **MANAGE MY INCOMPLETES**

From inside your course > Instructor Tools > Gradebook > Manage Incompletes > Choose to either "Submit zeros" or "Submit current scores" for those students with in-progress tests or quizzes\* > Select All Past Due > Submit

*\*"Submit zeros" is the default.*

### **CHANGE GRADEBOOK WEIGHTS**

From inside your course > Instructor Tools > Gradebook > Change Weights > Make adjustments in the "Category Weighting" section > Update

### **ADD AN OFFLINE GRADEBOOK CATEGORY**

From inside your course > Instructor Tools > Gradebook > Change Weights > Select "Manage Offline Categories" (under "Other" in "Category Weighting") > Use "single offline category" or "multiple offline categories" to input a category name/weight > OK

### **OMIT A GRADE FROM COUNTING IN THE GRADEBOOK**

From inside your course > Instructor Tools > Gradebook > Change Weights > Scroll Down > Check the "Omit Results" box for those items that you do not want included as a grade (Use the filters by assignment type/module to narrow your choices if needed) > Update

### **SCORE A QUESTION AS CORRECT WITHIN AN IN-PROGRESS/COMPLETED EXAM**

From inside your course > Instructor Tools > Gradebook > All Assignments > Find your Quiz/Test > Click the "IA" button (Item Analysis) for the Quiz/Test in question > Find the question that should be scored as correct > Select the "Score As Correct" button > OK

## ***Help! I need to ...***

### **MAKE A GLOBAL SCORE CHANGE FOR STUDENTS**

From inside your course > Instructor Tools > Gradebook > All Assignments > Find your Assignment > Change Scores > Select type of change from dropdown: Increase or Decrease > Select points or percentage from dropdown > Input requested change > Apply To Selected > Update

### **EXPORT MY GRADES**

From inside your course > Instructor Tools > Gradebook > Export Data > Make your selections

*\*Note: We suggest that you read our full implementation section for this feature by clicking the title above if you are interested in a more detailed explanation. The Export feature is robust and can offer many specialized reports.*

### **REMOVE AN INACTIVE STUDENT FROM THE GRADEBOOK**

From inside your course > Instructor Tools > Roster/Course Details > Click the word "Active" in the Status column for the student in question > Select the "Inactive" button > "X" to close > Save

# MODULE 2: SETTING UP FOR SUCCESSFUL IMPLEMENTATION

## LEARNING OBJECTIVE

This module will provide the first steps to ensuring a successful implementation of your NCCERconnect course. It will provide you with home computer setup recommendations so that your NCCERconnect course will run at optimal performance and will walk you through creating your Pearson NCCERconnect & Mastering Account where all of your NCCERconnect courses will be housed.

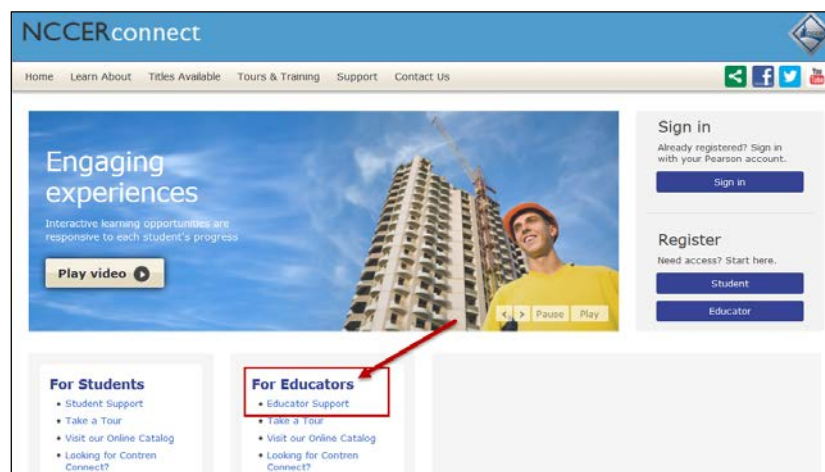
<b>SECTION 2.1: SET UP YOUR COMPUTER FOR OPTIMAL PERFORMANCE</b>	<b>46</b>
CHECK SYSTEM REQUIREMENTS TO ENSURE YOUR MACHINE MEETS MINIMUM REQUIREMENTS.	46
RUN THE BROWSER CHECK TO ENSURE YOUR MACHINE HAS ALL THE PLUG-INS AND RECENT VERSIONS OF NEEDED SOFTWARE.	47
OBTAIN TECHNICAL SUPPORT WHEN YOU NEED IT.	47
SIGN UP FOR SYSTEM STATUS UPDATES TO STAY INFORMED OF DOWNTIMES AND PLANNED AND UNPLANNED SYSTEM EVENTS.	48
<b>SECTION 2.2: CREATE YOUR NCCERCONNECT AND MASTERING ACCOUNT</b>	<b>49</b>
REGISTER AND CREATE YOUR PEARSON NCCERCONNECT ACCOUNT.	49
EXPLORE YOUR ACCOUNT HOME PAGE	50
<b>SECTION 2.3: CREATE A COURSE FOR YOUR STUDENTS AND EDIT COURSE DETAILS</b>	<b>51</b>
CREATING A COURSE	51
EDITING YOUR COURSE DETAILS	51
DEFAULT COURSE SETTINGS	52
<b>SECTION 2.4: DETERMINE YOUR ROLE AS A NCCERCONNECT USER</b>	<b>53</b>
DEFINE COURSE ROLES AND COORDINATOR/MEMBER OPTIONS.	53
CREATE A STANDARD COURSE IF YOUR ROLE IS "INSTRUCTOR: SINGLE SECTION."	54
CREATE A COURSE GROUP (COORDINATOR/MEMBER) IF YOUR ROLE IS "COORDINATOR" OR "INSTRUCTOR: MULTIPLE SECTIONS."	54
CREATING MULTIPLE SECTIONS—APPLYING SETTINGS TO MULTIPLE SECTIONS OF A COURSE IN ONE TERM	57
CREATE A COPY OF A COURSE THAT WAS DESIGNED FOR YOU BY A COORDINATOR.	58
ARE YOU TEACHING AS AN ADJUNCT? ENROLLING AS A SECTION INSTRUCTOR	59
<b>SECTION 2.5: MANAGE YOUR COURSE ROSTER AND SECTION INSTRUCTOR ACCESS</b>	<b>60</b>
BASICS OF THE COURSE ROSTER—DROP A STUDENT BY MAKING THEM INACTIVE.	60
Add/Assign a Teaching Assistant or Section Instructor.	61

## SECTION 2.1: SET UP YOUR COMPUTER FOR OPTIMAL PERFORMANCE

Before you even begin setting up your first course in NCCERconnect, it is important to check the system requirements, run the browser check and understand where to go for technical assistance. Doing so right away will ensure that the program will run optimally. Don't forget to remind your students to do the same! Your job is to teach the course and facilitate learning, not technical support. A few short minutes at the beginning of each term on each machine that you use to access the NCCERconnect will save you a lot of time (and email)!

**Check System Requirements to ensure your machine meets minimum requirements.**

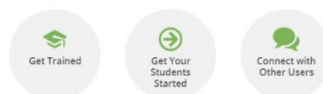
1. Go to [www.nccerconnect.com](http://www.nccerconnect.com) and click on **Support**.



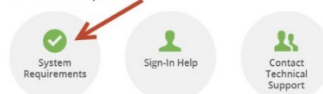
2. Click on **System Requirements**.

### Educator Support

Did you...



Still need help?



Using MyLab & Mastering with Blackboard Learn, Canvas, or Desire2Learn? [Get help here](#)

***\*Be sure to do this on EACH machine that you work on.\****



## Run the browser check to ensure your machine has all the plug-ins and recent versions of needed software.

From the system requirements page, you will see additional links for Browser and System checks. Please note that most users have the best experience using Google Chrome, Firefox, or Safari. Although other browsers can be used, it is important to run the browser check and only use a browser that is fully supported.

### System Requirements

Please make sure that your computer meets all of the requirements detailed below before using your MyLab.

Note that you may need administrative access to be able to install applications or make other changes to your computer. If the computer you are using is not your own personal property, you may need to contact your organization's IT department to make such updates.

#### • Operating Systems and Browsers

- Browser Settings

- Browser Check

#### • Other Requirements

- Internet Connection

- Memory

- Screen Resolution

### Operating Systems and Browsers

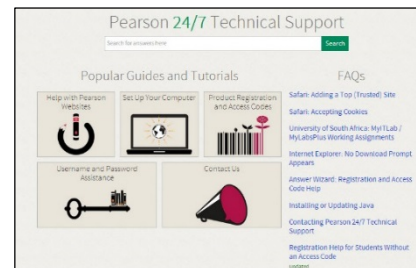
To work successfully with your MyLab, your computer must match one of the supported browser and operating system (OS) configurations below. Your MyLab may also run on newer versions of these browsers, but a version is not considered fully supported until it is specified below.

### Browser Settings

- **Pop-up windows must be allowed.** If you are using a browser that offers pop-up control or are running an add-on program to control pop-ups, you may need to take steps to allow pop-ups in order to use some features on the site.
- **Session cookies must be enabled.** In most browsers, you can [enable cookies for selected domains](#).
- **Javascript must be enabled.**

## Obtain technical support when you need it.

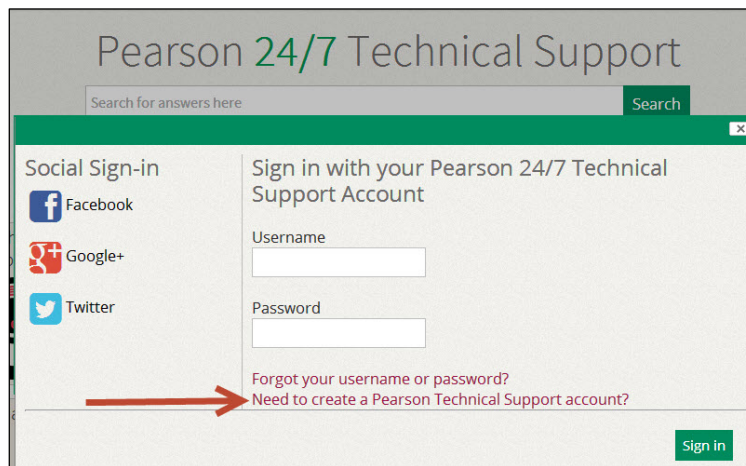
[Pearson 24/7 Technical Support](#) is available to students and instructors via phone chat and email. Bookmark this site for easy and quick reference. The FAQ listing changes daily depending on the volume of questions coming in at that time. The search field is linked to an extensive **knowledge base of questions and answers**, an excellent place to start if you have an "error code" or "error message," as it will retrieve the reason for the error as well as the steps to resolve the issue. This can save you and/or your students a great deal of time and effort.



Anytime you OR your students reach out to Technical Support via phone, or chat, an **incident number** is generated. This is the "tracking" for the incident reported. It is a **BEST PRACTICE** to tell your students to contact Pearson 24/7 support FIRST if they encounter any technical issue with NCCERconnect. If Technical Support are unable to resolve a student's issue and the student involves you, it is important you *require that the student give you the incident number*. You can then forward this to your [Pearson NCCER Executive Director](#) for escalation. Doing so dramatically decreases the back-and-forth over email trying to gather all of the necessary details.

## Sign up for System Status Updates to stay informed of downtimes and planned and unplanned system events.

Although we never anticipate any unexpected system outage or downtime, we recommend that you subscribe to “System Health Notifications” so that you are alerted via email if one should occur. To do so, [click here](#) and sign up for a Pearson 24/7 account. You can get started by clicking the “Sign In” link in the top green toolbar. **Note: Enhanced NCCERconnect is the same as the MyLab XL Platform.**



Once you do so, [click here](#) and subscribe to each of the following updates by clicking SUBSCRIBE at the bottom of the page:

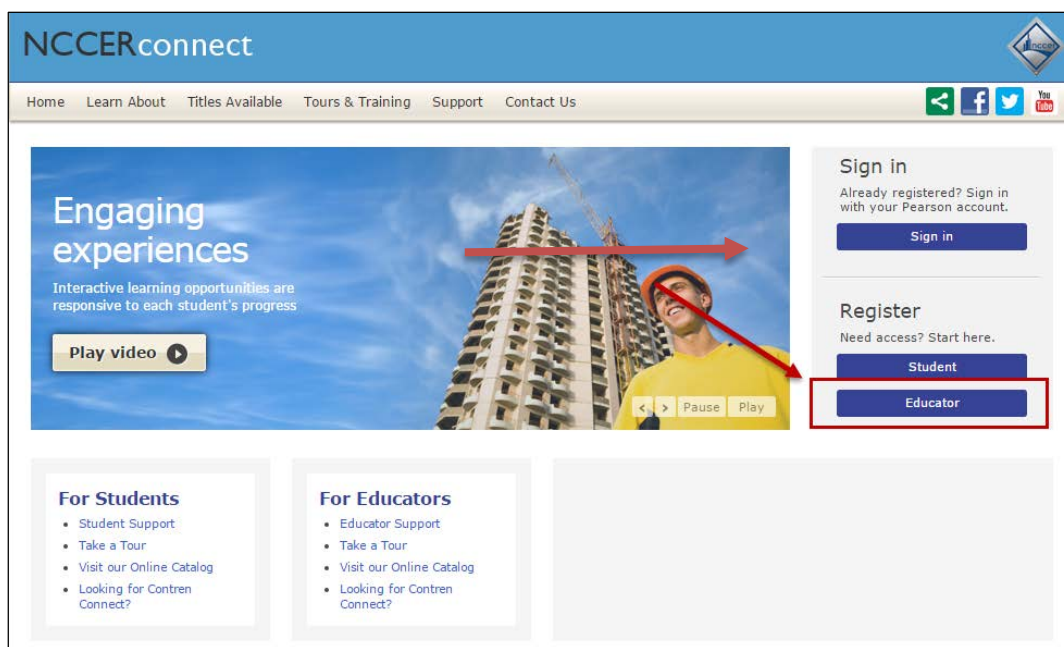
- [MyLab/Mastering New Design Status](#)
- [XL MyLab Status](#)



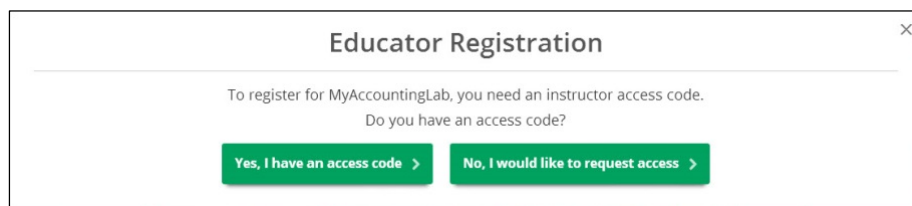
## SECTION 2.2: Create Your NCCERconnect and Mastering Account

**Register and create your Pearson NCCERconnect account.**

1. Create your instructor account. Go to [www.nccerconnect.com](http://www.nccerconnect.com) and click **Educator** under the Register section on the right side of the page.



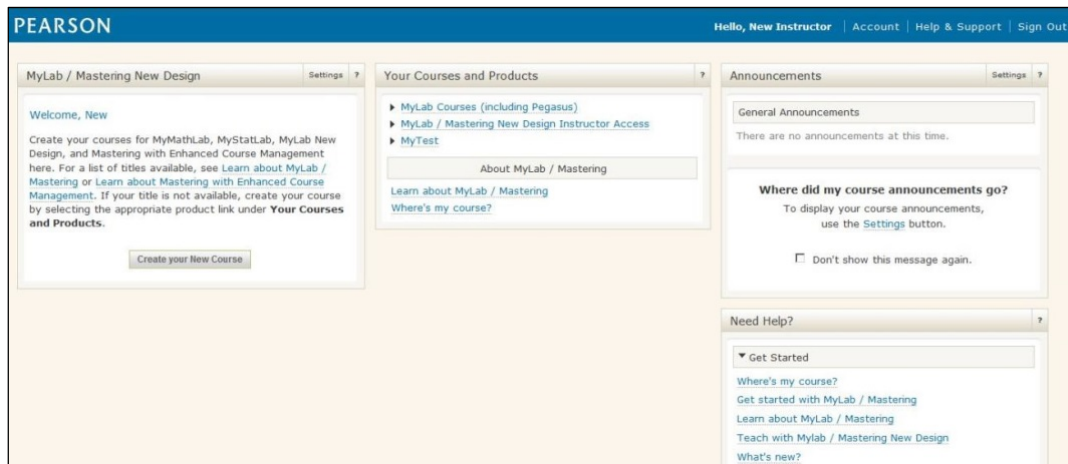
2. To register for NCCERconnect you must have an instructor code. If you do not already have a code, follow the directions to request an access code online from your [Pearson NCCER Executive Director](#).



If you already have an access code, click **I Accept** in the License Agreement and Privacy Policy page and then follow the instructions provided on-screen to register your access code and to create your Pearson instructor account.

## Explore your Account Home page

After you log in, you will come to your MyLab & Mastering Courses page. This page is the central location for all of your NCCERconnect courses and Pearson resources. You will create your NCCERconnect courses here.



There are four areas on this page:

**MyLab & Mastering:** Lists all the NCCERconnect & Mastering courses you are teaching and is where you will create your courses.

**Courses and Products:** Provides access to additional products and subscriptions.

**Announcements:** Displays general announcements from Pearson Education and provides timely information about each of your courses.

**Need Help?:** Provides links to resources to help you Get Started, Access Support, and Access Pearson Resources.

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

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

**Help & Support:** Opens a page with links to online Instructor or Student Help and MyLab & Mastering support resources.

**Sign Out:** Ends your session.

## SECTION 2.3: CREATE A COURSE FOR YOUR STUDENTS AND EDIT COURSE DETAILS

Your first step in building a successful NCCERconnect course is to first create a course. We've pre-populated our NCCERconnect courses with tons of content—a full program in a shell. However, we give you the tools and flexibility for customization. We'll delve deeper into customization further in this manual, but as a starting point, you'll want to create a course using our pre-made content. And creating a course is stress-free because nothing is set in stone. You can easily adjust any of your course settings after creation.

---

### Creating a course

---

#### **NCCERconnect Quick Steps to Creating a Course**

From the Pearson Dashboard > Create/Copy Course > Search author/title/ISBN > GO > Select Course Materials > Enter the requested course information > Create Course Now

---

### Editing your course details

---

After you have created a course, you might find that you need to edit some aspect of your course later in the term. You can easily do things such as:

- Rename your course
- Add/delete/or edit the course description
- Change the course type (for Student Enrollment or Instructor Use Only)
- Edit the course enrollment and start and/or end dates
- Change the copy settings (available or unavailable to copy)

#### **NCCERconnect Quick Steps to Editing Your Course Details**

From the Pearson Dashboard > Details (below and to the right of the course name) > Edit Course (under the book jacket) > make your edits > **SAVE** *OR*

From inside your course > Course Settings (in the top left) > Edit Settings > Edit the necessary items > **SAVE** *OR*

From inside your course > Instructor Tools > Course Settings > Edit the necessary items > **SAVE**

## Default course settings

Before you begin to customize your course, it is important to understand the general course settings that are the default when the course is built. Use this guide as a reference and feel free to change these defaults if you feel that would better suit your classroom needs.

### General Settings:

Course type: Standard course

Course name: name selected during course set up

Book: text selected during course set up

### Availability:

Course Start & End: selected during course set up

Assignments Start & End: Use course availability dates to schedule.

Days To Use: All

Time Zone: Eastern

### Course Access:

Section instructor access: Restrict to section instructor access.

Other restricted access privileges: leave "Ask My Instructor email address" unchecked

### Coverage:

Check all modules and all learning outcomes

### Learning Aids and Test Options:

Lockdown: unchecked

IP Address Range: unchecked

TestGen: unchecked

Multimedia Learning Aids: All checked

*Note:* If you use the Pearson LockDown Browser for a test or quiz, learning aids are not available to students while they are doing the assignment. However, you can enable learning aids when students review locked-down tests or quizzes.

## SECTION 2.4: DETERMINE YOUR ROLE AS A NCCERCONNECT USER

Creating a course is straightforward, but setting up and designing a course is an art. Before you continue through this module, you should decide whether you are creating a course that only you will use, one that you will copy for your own multiple sections, one that you will be creating for copy by OTHER instructors, or one that you are copying from another instructor.

### Define course roles and Coordinator/Member options.

When you are creating your own course(s), you will probably also set it up and design it. But how will your role as an instructor affect the setup options you choose? Review the descriptions below to help you determine the role that best fits your situation and then follow the recommended strategies.

<i>If this is YOU ...</i>	<i>Read this...</i>
<b>INSTRUCTOR: SINGLE SECTION:</b> You have one course per term. You have to create a course from scratch, but you probably don't need to make any copies of it, as you only teach one section.	<a href="#">Create A Standard Course</a>
<b>INSTRUCTOR: MULTIPLE SECTIONS:</b> You belong to a department, and there is no master course you must follow. You are "allowed" to make your own course, and you teach multiple sections. Therefore you want to make one master NCCERconnect course that you then copy to satisfy the need to have multiple courses that are similar. You want each section of students to enroll in their respective NCCERconnect course section and for each section to have its own NCCERconnect Gradebook.	<a href="#">Create A Course Group</a> and <a href="#">Creating Multiple Sections</a>
<b>COORDINATOR:</b> You are a coordinator for a program, and you must set up a master course that many people will copy. You are responsible for the policies of the course, and you provide leadership and guidance for usage of the NCCERconnect.	<a href="#">Create A Course Group</a>



<i>If this is YOU ...</i>	<i>Read this...</i>
<b>MEMBER INSTRUCTOR:</b> Your Coordinator has designed a course for you. You may have more than one section, but you still may only have to copy some courses. You are not creating from scratch. If this is you, you are Member user.	<a href="#">Create A Copy of a Course</a>
<b>ADJUNCT INSTRUCTOR:</b> You are not the primary instructor for the course, but are teaching portions of the class. You will need access to the course, but will not have to create it, as it was created by either the lead instructor or a coordinator.	<a href="#">Enrolling As A Section Instructor</a>

### **Create a standard course if your role is "Instructor: Single Section."**

As a standard user, you simply need to create your first course as described in the previous lesson. You will be able to make copies of your course in subsequent terms.

[Click here](#) for a refresher on how to CREATE A STANDARD COURSE.

If you are creating a course to share with other instructors, you will want to create your entire NCCERconnect course and then ensure that you have it set to ***allow for copy***. When you share a course, you are essentially “gifting” it to someone. Once they copy the course, their course is no longer tied to yours in any way. It is its own standard course. You are just allowing the person copying the course to have a copy of your assignments!

#### **NCCERconnect Quick Steps to Allowing Your Course to Be Copied**

From the Pearson Dashboard > Details (to the right of the course name) > Edit Course (under the book jacket) > Select “Available for Copy” > SAVE

This course ID can now be used to create a copy of your course. If you want to share it with other instructors to make their own section off of your copy, you can do so by providing them with this course ID.

### **Create a course group (Coordinator/Member) if your role is "Coordinator" or "Instructor: Multiple Sections."**

If you are acting as the coordinator/course administrator for other instructors or coordinating a course for your own use in multiple sections, this lesson is for you.

By creating a “Coordinator Course,” you are essentially creating a “Master” course for your sections to be modeled after.

What are some advantages to setting up a Coordinator structure in your NCCERconnect?

- You can establish consistency of use across sections.
- You can pull data across all sections with just a few clicks.
- You can see what is going on in other sections.
- You can modify one course, and those modifications will flow to the other sections.
- You can enforce requirements across sections.

### **BEST PRACTICE TIPS TO REMEMBER WHEN CREATING YOUR COURSE:**

- Name your coordinator course something that is relevant to the time period or overall course, not the section.
- Do not allow for enrollment in your Master Coordinator course. Students should always enroll in a Member section.
- Make the end date as far in the future as you can possibly make it.
- Be sure to mark the courses as available for copy.
- Make your Member courses after you have designed your master course.

Creation of your NCCERconnect Coordinator Course is a two-step process. You must first create a standard course based on the title you are using for your program. Then you must change the course from a Standard Course to a Coordinator course.

[Click here](#) for a refresher on how to CREATE A STANDARD COURSE.

### **NCCERconnect Quick Steps to Converting a Standard Course to Coordinator Course**

From inside your course > Course Settings (in the top left) > Edit Settings > General Settings > Edit > Choose Coordinator Course (in the dropdown) > SAVE

***OR***

From inside your course > Instructor Tools > Course Settings > General Settings > Edit > Choose Coordinator Course (in the dropdown) > SAVE

**NOTE:** Courses that have student enrollment cannot be converted to a coordinator course.

The information that **will flow** from your Coordinator course to your Member course(s) includes:

- Assignments created in the Assignment Manager
- Study plan Manager Settings
- Gradebook Settings
- Announcements made through the Course Home Manager

Things that **will NOT** flow to the member sections during the term include:

- Document Uploads
- Changes made to the course navigation/customization to the left navigation

## Coordinator Role with Access to other Member Courses

If you are coordinating a course and there are other instructors who are going to copy your Coordinator Course to create their own member courses, you will follow this process:

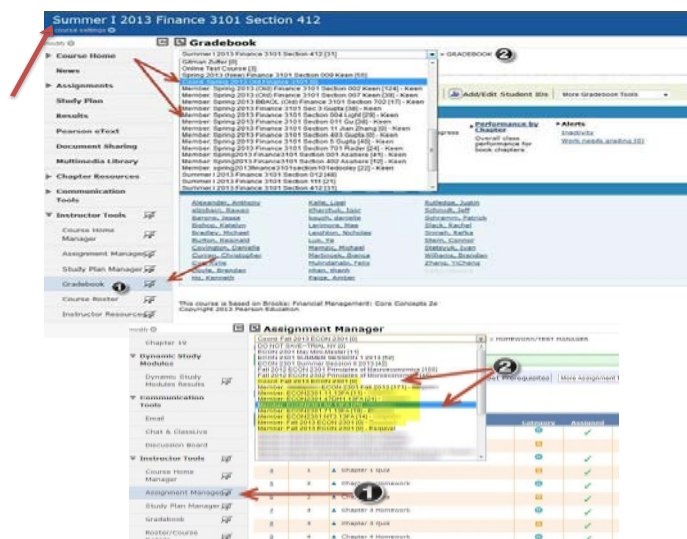
Once the coordinator course is ready for copying, provide the Course ID of the coordinator course to each member instructor. The member instructors will log in to their Pearson NCCERconnect and copy your coordinator course.

Each copied course will automatically become a member of your course group, and will be listed on the Group Admin step of the Settings page of your Coordinator course.

This is an example of what you can see as the Coordinator in the Member Sections.

Course type	Course name	Course Instructors	Course Access
<b>Coordinator Courses</b>	Tutorial Practice Master	Tutorials (Primary)	Full instructor
<b>Member Courses</b>	Tutorial Practice Section 1	(Sec Instr)	Section instructor
	Tutorial Practice Section 2	Training (Sec Instr)	Section instructor
	Tutorial Practice Section 3	Training (Sec Instr)	Section instructor
	Tutorial Practice Section 4	Training (Sec Instr)	Section instructor

When logged in to the Gradebook or Assignment Manager as the Coordinator, you will see all Member courses listed in a drop-down and can toggle between them. See sample images below. Optionally, you can navigate to this area from Course Settings.



## Creating multiple sections—applying settings to multiple sections of a course in one term

You can make multiple copies of an existing course from your own course list or create multiple sections from a coordinator course. So if you are an instructor teaching multiple sections, you can use your coordinator course as the template and create member courses for each section you are teaching. Or, if you are acting as a coordinator for your school and creating multiple sections for adjunct instructors, you can create sections to accommodate all sections that are being offered.

### NCCERconnect Quick Steps to Creating Multiple Copies or Sections of a Course

From your Pearson Dashboard > Create/Copy Course > Make Multiple Copies or Sections of a Course > Find and select the Coordinator Course that you created > GO > Enter the requested information > Select “Create Course Now”

To create multiple sections, you will follow this process:

From your Pearson Dashboard, select Create/Copy Course. Then select Make Multiple Copies or Sections of a Course. Find the course that you are using as your master and select Go.

Enter the number of member sections you need to create and click Update. Enter all required information giving each section a unique name. Click Create Courses Now.

You will receive a confirmation screen that provides you with the course ID for each member section. PRINT THIS PAGE. You will also receive an email with this information. You will want students to enroll in the member sections only—not the Coordinator section—so these course IDs will need to be distributed to your students accordingly. Click Back to your Courses page. You can find the student registration handout by clicking on the details button.

### Create a copy of a course that was designed for you by a Coordinator.

Your Coordinator has designed a course for you. You may have more than one section, but you still may only have to copy some courses. You are not creating from scratch. As a Section Instructor/Member, you should have been given a course ID by a colleague to create a Member course.

#### **NCCERconnect Quick Steps to Copying a Coordinator Course**

From Your Pearson Dashboard > Create/Copy Course > Copy Another Instructor's Course > Enter the Course ID > Go > Enter Course Information > Create Course Now

This will create your OWN unique course ID which you will then give to YOUR students. The course is now yours to "own" and "edit."

## **Are you teaching as an adjunct? Enrolling as a Section Instructor**

You are not the primary instructor for the course, but are teaching portions of the class. You will need access to the course, but will not have to create it, as it was created by either the lead instructor or a coordinator.

To gain access to this course, you should have been given a course ID number by a colleague. You will use that course ID number to register as a student within that course. Upon completion of the registration, notify the primary instructor or course coordinator for that course. They will be able to upgrade your status to a Section Instructor within that program. Once upgraded, you will have the privileges of an instructor within your course.

### **NCCERconnect Quick Steps to Enrolling As a Section Instructor**

Go to [www.nccerconnect.com](http://www.nccerconnect.com) > Register/Student > OK! Register Now> Enter the Course ID > Continue > Either Sign In or Create An Account > Complete the Registration Process > Inform the Primary Instructor or Course Coordinator that they can Upgrade your status from Student to Section Instructor



## SECTION 2.5: Manage Your Course Roster and Section Instructor Access

### **Basics of the course roster—drop a student by making them inactive.**

The course roster allows you to see a list of all of the students who have registered and enrolled in your course. It displays each student's name, email address, current role, status, and temporary access status (if applicable).

You can use the roster to view your full list of students, make a student inactive in your course, view a student's temporary access status, promote an individual to the role of Section Instructor/TA, and give permission for the Section Instructor to access and edit the course roster.

You can access your Course Roster from two places: from your Courses list on your Account Home page or from your Instructor Tools.

### ACTIVE/INACTIVE STATUS

When students successfully register and enroll in your NCCERconnect course, they are active. You might have students who drop the course and need to be removed from your NCCERconnect course. Removing a student from your NCCERconnect course is handled by changing the student Status to Inactive in the course roster. This will remove the student from your Gradebook and any class averages.

#### **NCCERconnect Quick Steps to Removing a Student from Your Course**

From your Course > Instructor Tools > Roster/Course Details > Find the individual and click on the "Active" status > Change the status to "Inactive" > "X" > Save

***or***

From your Course > Course Settings (in the top left) > Course Roster > Find the individual and click on the "Active" status > Change the status to "Inactive" > "X" > Save

## Add/Assign a Teaching Assistant or Section Instructor.

If you will have a Teaching Assistant or Adjunct Instructor helping you manage any aspect of your course, you can identify the individual in your course roster and determine the level of access. Likewise, if you are coordinating section instructors into courses you built for them out of your own account, you will go through the same process outlined below.

The first step is to get a student access code for your course from your Pearson NCCER Executive Director. The TA or Section Instructor will need to use this code to register for your course as a student. Just like your students, the TA/Section Instructor will need both the access code (which you can obtain from your Pearson Representative) and your course ID (which was generated when you created your course). If you have multiple TAs, you will need an access code for each. (Three TAs = three access codes.)

**NOTE:** Having your TAs go through the student registration process is a great way to have for them to be able to identify with and help students who may encounter issues.

After they are registered into your respective NCCERconnect courses or sections, the TAs will appear on the appropriate course roster.

### **NCCERconnect Quick Steps to Adding a Teaching Assistant or Section Instructor**

*\*Note: All TAs and Section Instructors need to first be enrolled as students within your course.*

From your Course > Instructor Resources > Roster/Course Details > Find the individual and click on the role as a "Student" > Change the role to "Section Instructor" > Choose Roster Access if applicable > "X" > Save

**or**

From your Course > Course Settings (in the top left) > Course Roster > Find the individual and click on the role as a "Student" > Change the role to "Section Instructor" > Choose Roster Access if applicable > "X" > Save

Now you will want to be certain to determine the level of access to your course you want your section instructor or TA to have. There are four levels of course access available, as outlined below. Unless otherwise specified, the privileges and restrictions refer to the tasks in the NCCERconnect course tools.

Level of Access	Description	Best For
Full Instructor Access	Allows for management of all course settings and assignments, roster access, and the addition of custom questions. These section instructors are restricted only from changing course access settings. They can do everything except changing course access settings, creating or copying a course, and editing the course roster.	The primary instructor
Section Instructor	Section instructors have the standard access. They can work with assignments and results, but cannot edit the roster, create or copy a course, create custom questions, or change anything inherited from the coordinator course.	This is most common for a shared teaching experience or a Teaching Assistant acting as a full instructor.
Read-Only	Read-only Section Instructors can only view student results and send email. They are prohibited from making any changes to the course.	This is the most common for a student Teaching Assistant.
Custom	This setting allows your additional instructors to have access only to the functionality you specify.	Great option for fully customizing access

# MODULE 3: DESIGNING AND CUSTOMIZING YOUR COURSE FOR THE WAY YOU TEACH

## LEARNING OBJECTIVE

This module will help you discover how to change the look and feel of your NCCERconnect course to match your personal and teaching preferences.

As a best practice, you will want to set up your course so that students only see the content that you want them to see.

<b>SECTION 3.1: CUSTOMIZE YOUR COURSE HOME PAGE</b>	<b>64</b>
CREATE ANNOUNCEMENTS FOR YOUR STUDENTS.	64
DETERMINE AND SET UP CALENDAR AND GRAPH OPTIONS.	65
PERSONALIZE THE COLOR SCHEME OF YOUR COURSE.	66
<b>SECTION 3.2: CUSTOMIZE THE COURSE MENU</b>	<b>66</b>
UPLOAD YOUR SYLLABUS.	66
HIDE MENU ITEMS FROM YOUR COURSE MENU.	67
RENAMING ITEMS	67
ADD, ARCHIVE, AND REORDER ITEMS IN YOUR COURSE MENU.	68

## SECTION 3.1: Customize Your Course Home Page

The first thing your students see when they log in to your NCCERconnect course is the home page. We've streamlined it to clearly define for the student what is expected with regard to assignments and how they are doing (results).

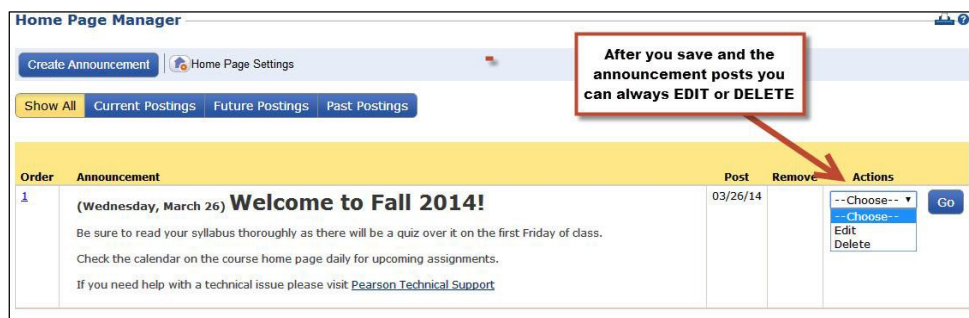
### Create announcements for your students.

Announcements will show both publisher announcements (such as how to enter answers, how to perform a browser check, scheduled down time) and any personal announcements you add. Regularly communicating with students about your course assignments, expectations, and due dates is vital in any class. Your NCCERconnect course offers several options to make student communication both fast and easy.

Announcements can easily be communicated on the dashboard and/or sent via email to students. The email will go to the email address the student used to register for the NCCERconnect. Many instructors find announcements on the dashboard a great way to communicate with students with the old adage "tell them something three times": class, announcements, email.

### NCCERconnect Quick Steps to Creating an Announcement

From your course home page > Click the right-hand modify button then Manage, or Instructor Tools then Course Home Manager > Create Announcement > Add your content (posting date/removal date/title/body) > Select Save or Save and Email



For more detailed information on this process, [click here](#) to be directed to our in-product help.

## Determine and set up Calendar and Graph options.

The Course Home page outlines for the students two primary things—their assignments and their results.

By and large, students love the Calendar view and the Upcoming Assignments. They like to be able to see, at a glance, what is due and when it is due. The Upcoming Assignments view will show the next three assignments (within the next 14 days) on which students need to work. It will not show omitted assignments, assignments with start dates that have not yet been reached, or assignments with recorded results.

The screenshot shows the 'Home Page Settings' form with three sections: Calendar Options, Progress Options, and Announcement Options. Red boxes and arrows provide instructions: one box points to the 'Hide' radio buttons for 'Course Calendar' and 'Upcoming Assignments' with the text 'Hide anything you do not want students to see on the Home Page'; another box points to the 'Results Target Line' input field (set to 70) with the text 'Change Results Target Line here'; and a third box points to the 'Save' button with the text 'Be sure to click Save'. A 'Cancel' button is also visible at the bottom left.

Calendar Options	
Course Calendar	<input checked="" type="radio"/> Show <input type="radio"/> Hide
Upcoming Assignments	<input checked="" type="radio"/> Show <input type="radio"/> Hide

Progress Options	
My Results Graph	<input checked="" type="radio"/> Show <input type="radio"/> Hide
Course Timeline	<input checked="" type="radio"/> Show <input type="radio"/> Hide
Results Target Line	<input type="text" value="70"/> %
My Progress Graph	<input checked="" type="radio"/> Show <input type="radio"/> Hide

Announcement Options	
Publisher Announcement	<input checked="" type="radio"/> Show <input type="radio"/> Hide

Results will show an “at a glance” view of how the student is performing in the course on the graded NCCERconnect assignments. The “target line” is set at 80% by default.

All settings are customizable.

### NCCERconnect Quick Steps to Editing Your Course Home Page

From the Course Home page > Right-hand modify button > Manage > Home Page Settings > Make any necessary changes > SAVE

*or*

From Instructor Tools > Course Home Manager > Home Page Settings > Make any necessary changes > SAVE

For more detailed information on this process, [click here](#) to be directed to our in-product help.



## Personalize the color scheme of your course.

Want to personalize your course? This is an easy way to do so quickly. The Style tab allows you to change the default color of the banner and course menu.

### NCCERconnect Quick Steps to Changing the Color Palette of your Course

From inside your Course > Left-hand modify button > Style tab > Make your selection > X to close and save



## SECTION 3.2: CUSTOMIZE THE COURSE MENU TO REFLECT ITEMS YOU WILL USE IN THE COURSE

### Upload Your Syllabus.

NCCERconnect allows you the flexibility to tailor your online course so that it can match your syllabus. However, you may want to upload your syllabus as an additional reference for your students to view. You can either build your own syllabus within the course or upload a Word file. Both will be viewable within the course window when you click the Syllabus tab.

### NCCERconnect Quick Steps to Uploading Your Syllabus

From inside your Course > Drop open the items under Course Home by clicking the triangle to the left of Course Home > Syllabus > Right-hand modify button > Manage > Make any necessary changes > Save

For more detailed information on this process, [click here](#) to be directed to our in-product help.

## Hide menu items from your course menu.

Hide menu items so your course only reflects what you will be focusing on within the classroom.

### **NCCERconnect Quick Steps to Hiding Items**

From inside your Course > Left-hand modify button > Settings Tab > Find the items you want to hide > Click the box to the right of that item in the 'hidden' column > "X" to close and save

For more detailed information on this process, [click here](#) to be directed to in-product help.

## Renaming Items

In some instances you may want to rename content that we've populated within the course. You can do this to allow for a better match with your syllabus or to emphasize a focus on a particular topic area.

### **NCCERconnect Quick Steps to Renaming Items**

From inside your Course > Left-hand modify button > Either the Settings tab or Add & Arrange tab > Hover over the item you wish to change > Click on the pencil that appears to its left > Change the item name > ENTER

*\*Note: you must hit ENTER. Clicking off the item will not save the change.*

For more detailed information on this process, [click here](#) to be directed to in-product help.

## Add, archive, and reorder items in your course menu.

### Adding An Item

The Add & Arrange tab allows you to add new items, edit item name, order items, and archive items you no longer wish to have in the Course Menu.

Adding new items to your course is a great way to incorporate your own instructional material and assignments. A drop-down list of item types appears when you choose to add an item to your course. You can add the following:

- **Content Page:** Creates a content page for you to edit. Once added, click the right-hand modify button > Manage above the content pane to add text or images in the content editor.
- **Threaded Discussion:** Creates a discussion where you add topics to which your students can respond.
- **Uploaded Content:** Lets you upload an Adobe PDF file, Microsoft Office file, HTML file, video, or image and associate it with the new menu item. After creating the menu item, navigate to it and click the right-hand modify button > Upload MS Office File or the right-hand Modify Upload Content (PDF, HTML, etc.) above the content pane.
- **Linked Content:** Creates a menu item that links to an external website.

You can add a new main-level item to the bottom of the course menu, or add a “child” item to an existing “parent” item.

#### **NCCERconnect Quick Steps to Adding a New Item**

From within your Course > Left-hand modify button > Add & Arrange Tab > Click Add new item to main level to have it appear in the main level **or** use the triangle icons to the left of the item names to open up child items and place your new item within that grouping > Select your item type > Enter the information > Save

**Note:** For Content Pages, Uploaded Content, Threaded Discussions, and Assessments, you will need to go to those menu items once created and click on the right-hand modify button > Manage to enter the content.

For more detailed information on this process, [click here](#) to be directed to in-product help.

## Ordering Items

Whether it's to list the most important items in your course at the top of the course menu or to rearrange content to better match your syllabus, you can reorder the items in your course menu. Use the ordering feature's up/down arrows or dynamic numbering to place items where you want them.

### **NCCERconnect Quick Steps to Re-Ordering Items**


From within your Course > Left-hand modify button > Add & Arrange tab > Use ***either*** the numbered text boxes or the up/down arrows to order items > X to close and save

## Archive An Item

You can archive an item to remove it from the course menu. Unlike hiding an item from the students, archiving will completely remove the item, streamlining your menu and removing items you do not feel you'll use during the term. Or, if you've added an item but wish to remove it, you must archive it in order remove it from the menu.

### **NCCERconnect Quick Steps to Archiving Items**


From within your Course > Left-hand modify button > Add & Arrange Tab >

Select the Archive Icon  to the right of the item name for the item you wish to remove

## Restore An Item


The Restore tab allows you to either restore an archived item to the course menu or fully delete it from the course altogether.

### **NCCERconnect Quick Steps to Restoring Items**

From within your Course > Left-hand modify button > Restore tab > Select the Restore Icon  to the right of the item name for the item you wish to restore

## Delete An Item

### **NCCERconnect Quick Steps to Deleting Items**

From within your Course > Left-hand modify button > Restore tab > Select the Delete Icon  to the right of the item name for the item you wish to remove

# MODULE 4: ASSIGNING EFFECTIVE ASSIGNMENTS WITH THE ASSIGNMENT MANAGER



How Do I?  
Video Tutorials

## LEARNING OUTCOME

This module will help you implement the NCCERconnect content you have chosen to use in your course to satisfy your goals and outcomes. Learn best practices for assigning the different content types and creating your own content, including multiple module assessments.

<b>SECTION 4.1: ASSIGN HOMEWORK AND QUIZZES</b>	<b>71</b>
UNDERSTANDING THE DIFFERENCE BETWEEN PREBUILT AND PREASSIGNED	71
ASSIGNING PREBUILT, UNASSIGNED ASSIGNMENTS	72
MANAGING ASSIGNED ASSIGNMENTS	73
MANAGE MULTIPLE ASSIGNMENT SETTINGS.	74
<b>SECTION 4.2: ADD CUSTOM ASSIGNMENTS AND CONTENT FOR STUDENTS</b>	<b>75</b>
UNDERSTANDING THE QUESTION ID TAGGED TO EACH QUESTION WITHIN YOUR NCCERCONNECT COURSE	75
CREATE YOUR OWN ASSIGNMENT USING THE NCCERCONNECT QUESTION BANK AND MEDIA LIBRARY.	76
The Select Media and Questions page	76
Question Pooling	77
Create your own questions	77
The Choose Settings Page	78
CREATE A MEDIA ASSIGNMENT FOR YOUR STUDENTS.	79
ASSIGN READING.	81


## SECTION 4.1: ASSIGN HOMEWORK AND QUIZZES








### Understanding the difference between prebuilt and preassigned

There are two types of content within your NCCERconnect course: prebuilt and preassigned. Understanding the difference is a key beginning step to building out your assignments for your students.

Prebuilt assignments are created by Pearson and loaded into your NCCERconnect course. These assignments can be found within Instructor Tools > Assignment Manager. These assignments, however, are not “assigned” to your students, so they will not be viewable until you choose to assign them and make them available to your students.

Preassigned assignments have been prebuilt and preassigned. In this instance, Pearson has chosen a recommended learning path for your students to follow for each module. These preassigned assignments are available by default from your course start date.

Your NCCERconnect course may have a combination of prebuilt and preassigned assignments. You can determine which type of assignment is in your course by looking at the Assignment Manager within your Instructor Tools. Look at the “Assigned” column. A green check mark  indicates that the assignment is assigned and viewable to your students.

Assignment Manager									
Core Curriculum - Enhanced Platform [0] > HOMEWORK/TEST MANAGER									
<a href="#">Manage Course List</a>									
Homework/Test Manager <span>Legend</span>									
<a href="#">Create Assignment</a> <a href="#">Change Dates &amp; Assign Status</a> <a href="#">Set Prerequisites</a> <a href="#">More Assignment Tools</a>									
<a href="#">Show All</a> <a href="#">Homework</a> <a href="#">Quizzes &amp; Tests</a> <a href="#">Other</a> <a href="#">Module</a>									
Order	M	Assignment Name	Category	Assigned	Start Date	End Date	Due Date	Go	
1	00101-09	M1: Reading (00101-09)	H		06/16/15			Go	
2	00101-09	M1: Concept Checks (00101-09)	H		06/16/15	06/22/15	-- Choose --	Go	
3	00101-09	M1: Trade Terms (00101-09)	H		06/16/15			Go	
4	00101-09	M1: Review Questions (00101-09)	Q		06/16/15			Go	
5	00102-09	M2: Reading (00102-09)	H		06/16/15		-- Choose --	Go	
6	00102-09	M2: Concept Checks (00102-09)	H		06/16/15		-- Choose --	Go	
7	00102-09	M2: Trade Terms (00102-09)	H		06/16/15		-- Choose --	Go	

**PRE-ASSIGNED**  
Content is built and assigned.  
Content is viewable to the student upon the course start.

**PRE-BUILT**  
Content is built, but unassigned.  
Content will not be viewable to the students until it is assigned.



## Assigning prebuilt, UNASSIGNED assignments

If your NCCERconnect course has prebuilt but UNASSIGNED assignments, you will need to assign ALL the content you wish the students to complete.

If you simply want the assignments to be available to your students, all you may have to do is “assign” those assignments that you want your students to complete. The assignments will be available from the day that you choose to assign them.

### **NCCERconnect Quick Steps to Assigning Prebuilt, UNASSIGNED Assignments**

From within your Course > Instructor Tools > Assignment Manager > Find the assignment you need > Select Assign from the Actions dropdown > GO

*or*

From within your Course > Instructor Tools > Assignment Manager > Change Dates & Assign Status button > Select the assignments that you wish to assign by checking the box in the far left column > Use the Multiple Assignment Settings bar > Select the Assigned Button > Hit Apply to Selected > Choose Update All Settings or Update Changes Only

For more detailed information on this process, [click here](#) to be directed to our in-product help.

Read on to learn more about assigning due dates and setting other preferences for assignments that are assigned.

## Managing assigned assignments

You may want to assign due dates for your assigned assignments to keep your students on track for where you want them to be within your course.

You may also want to change the assignment start date so that it becomes available to them on the day that you want them to start working on it.

Additionally, you may want to adjust additional settings for each assignment.

A closer look at the customizations/settings within the assignments can be found [in the next section](#). Follow the Quick Steps below to quickly access the settings for prebuilt, assigned assignments.

### **NCCERconnect Quick Steps to Managing Preassigned Assignments**

From within your Course > Instructor Tools > Assignment Manager > Find the assignment you need > Select Edit from the Actions dropdown > GO > Make any necessary changes > Select Next to advance to the next settings > Select Save or Save and Assign

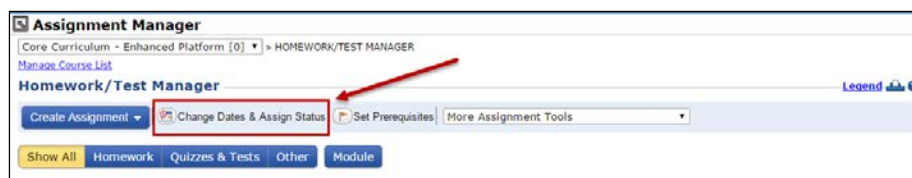
***or***

From within your Course > Instructor Tools > Assignment Manager > Change Dates & Assign Status button > Select the assignments that you wish to make changes to by checking the box in the far left column > Use the Multiple Assignment Settings bar to make bulk changes > Hit Apply to Selected > Choose Update All Settings or Update Changes Only

For more detailed information on this process, [click here](#) to be directed to our in-product help.

## Manage multiple assignment settings.

You may find it easier to edit multiple assignments at the same time. In this case you will want to utilize our Change Dates & Assign Status button and/or our Multiple Assignment Manager. These features allow you to save time and quickly change dates/settings for multiple assignments within your course.



Within this page, you can either use the Multiple Assignment Setting to change multiple homework items to the same settings at once or individually edit multiple items quickly without going into the full homework manager settings. ***This is a great option if you are keeping your homework loaded as Pearson has created it and just changing due dates, access to the assignment beyond the due date, and/or password restrictions to the assignment.***

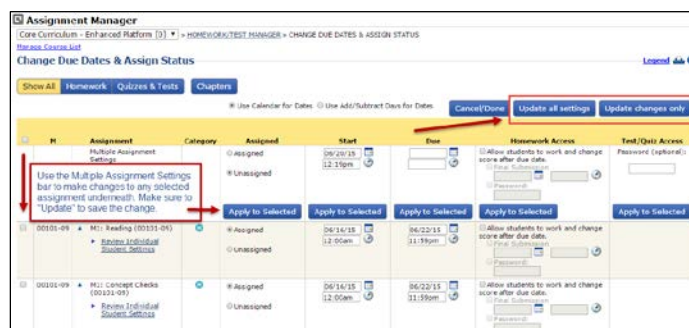
### NCCERconnect Quick Steps to Utilizing the Change Date & Assign Status Button

From inside your Course > Instructor Tools > Assignment Manager > Change Dates & Assign Status button > **then ...**

If you are editing individually: Find the assignments you wish to edit > Make your changes > Choose Update all settings or Update changes only

**or**

If you are utilizing the Multiple Assignment Settings button: Use the boxes in the first column to select items you wish to have edits > Use the top row that says "Multiple Assignment Settings" and input your changes > Choose Update all settings or Update changes only



For more detailed information on this process, [click here](#) to be directed to our in-product help.

## SECTION 4.2: ADD CUSTOM ASSIGNMENTS AND CONTENT FOR STUDENTS

### Understanding the question ID tagged to each question within your NCCERconnect course

As you begin to edit prebuilt assignments or create your own, it is useful to understand the question ID that is “tagged” or attached to every question within your NCCERconnect course.

You can see the question ID on the “Select Media and Questions” page of each individual assignment. One way to get to this page go to Instructor Tools > Assignment Manager > Find your assignment > Use the Actions dropdown and select “Edit – GO” > Next

The question is named based on where the student would first see that question. In the picture below, Review refers to the Module Review quiz. The first number in the tag refers to the module. The second number in the tag refers to the section. The third number in the tag is one that we have assigned to that question based on the # of questions we have for that assignment/module/section.

**Assignment Manager**  
Core Curriculum - Enhanced Platform  
**Edit Homework** [Legend](#)

1 Start 2 **Select Media and Questions** 3 Choose Settings

**Name** M1: Concept Checks (00101-09)  
**Book** NCCERconnect for Core Curriculum 4/E [Change...](#)  
**Module** 00101-09, M1: Basic Safety (00101-09)  
**Section** All Sections  
**Availability** All questions

**Question Source**  
☒ Show publisher questions  
☒ Show custom questions (+) for this book  
☐ Show other custom questions [Refine Selection ...](#)  
[\(+\)](#) Create my own questions

**Questions** **Media**

**Available Questions (76)**

Question ID	Media
Concept Check 1.1.1	
Concept Check 1.1.2	
<b>Review 1.2.1</b>	
Concept Check 1.2.1	
Concept Check 1.2.2	
Concept Check 1.2.3	
Concept Check 1.2.4	
Concept Check 1.2.5	
Concept Check 1.2.6	

**My Selections (46)**

Question ID / Media	Section / Book Association	Questions on assignment: 46	Points on assignment: 46
1 Concept Check 1.2.1	Section 00101-09.2: Importance of Safety	1	1
2 Concept Check 1.2.2	Section 00101-09.2: Importance of Safety	1	1
3 Concept Check 1.2.1	Section 00101-09.3: Accidents: Causes and Results	1	1
4 Concept Check 1.2.2	Section 00101-09.3: Accidents: Causes and Results	1	1
5 Concept Check 1.2.3	Section 00101-09.3: Accidents: Causes and Results	1	1
6 Concept Check 1.2.4	Section 00101-09.3: Accidents: Causes and Results	1	1
7 Concept Check 1.2.5	Section 00101-09.3: Accidents: Causes and Results	1	1
8 Concept Check 1.2.6	Section 00101-09.3: Accidents: Causes and Results	1	1

So how can the question ID make managing your assignments easier?

If you know that you want to isolate a particular section within a module for a quiz, you can easily identify questions pertaining to that section.

Or perhaps you want to compile a module test and want to assign two questions per section. You can randomly select questions based on the question ID and then review the questions to ensure that you are happy with them once they are in the “My Selections” list.

## Create your own assignment using the NCCERconnect question bank and media library.

In addition to using our preloaded homework assignments, you can also choose to create your own by building it within the assignment manager.

Go to the Assignment Manager and click "Create Assignment" to get started.

Name your assignment. Click Next.

### The Select Media and Questions page

From the "Select Media and Questions" page, you can choose from which textbook the questions are pulled, from which module the questions are pulled, even which learning outcomes are covered and whether students have already seen these questions in the Study Plan.

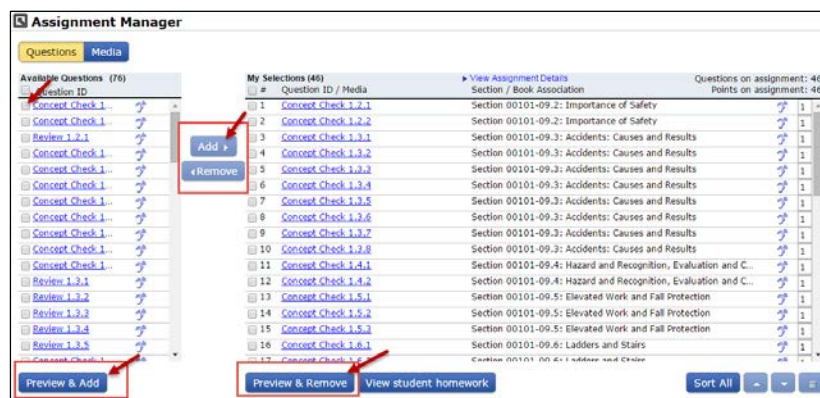
The column on the left contains your "Available Questions." The section to the right ("My Selections") contains the questions/media that make up your assignment.

You can add questions/media to your assignment by either:

- Clicking the box to the left of the Question ID/Media Name within your Available Questions list and selecting "Add"
- Or selecting "Preview & Add" and then selecting "Add" for any question you wish to add to your assignment/"Next" for any question you wish to skip.

Conversely, to remove any item from an exam, you can:

- Click the box to the left of the Question ID/Media Name within "My Selections" and select "Remove"
- Or select "Preview & Remove" and then select "Remove" for any questions you wish to delete from your assignment/"Next" for any questions you wish to leave in the assignment.



## Question Pooling

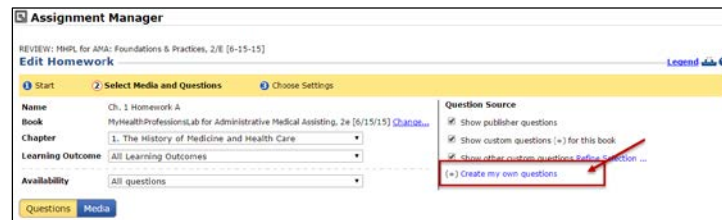
Additionally, you may wish to enable question pooling. You can pool multiple questions into one question. A question pool is a group of questions that are associated with a single question number on a quiz or a test. The question the student views on the quiz/test is a random selection of one of the questions from that pool. Pooling greatly reduces the chances of two students seeing the same question in the same order with the same values. Be sure to pool questions with the same objective and difficulty level to ensure students receive a similar “quiz or test experience.”

**Note:** When you pool your questions, it disables the Item Analysis feature for that assignment. Question pooling is only available for quizzes/tests.

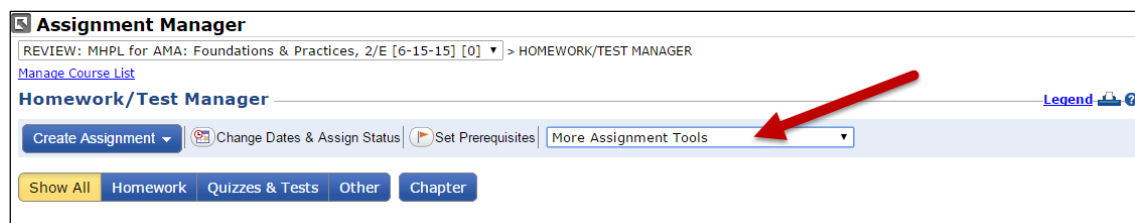
## Create your own questions

You can create your own custom questions to add to homework, quizzes, or tests. These questions will act as any publisher-provided questions.

You can create your own questions within the assignment itself.



Additionally, you can utilize the Manage Custom Questions link located in the Assignment Manager > More Assignment Tools dropdown menu.



You have several options when creating your own question. You can do any of the following:

- Copy and edit a question from your online course.
- Start with an empty template.
- Copy and edit a question from another instructor's account.

Make your selections and then hit “Next” to follow the prompts throughout the process.



## **NCCERconnect Quick Steps to Adding Your Own Questions within the Custom Question Manager**

From inside your Course > Instructor Tools > Assignment Manager > More Assignment Tools Manager dropdown > Select Manage Custom Questions from the dropdown > Hit Create New Question button > Follow prompts > Save

For more on how to use our custom question builder, please [click here](#).

## **The Choose Settings Page**

The Choose Settings page allows you to set the parameters for the assignments you want your students to complete. Certain settings apply to all assignments. Other settings may be specific to homework or quizzes/tests.

You can refer to the grid below to see which settings are applicable to each type of assignment in your NCCERconnect course.

*Note: This is a generic overview; your NCCERconnect craft area may have different options/default settings.*

Setting	Homework	Quiz/Test
<b>Availability Options</b>		
Start/Due Dates	Yes—Default: Course start date/assignment creation date; due date open	Yes—Default: Course start date/assignment creation date; due date open
Module Association	Yes	Yes
<b>Scoring Options</b>		
Late Submission	Yes—Default: Not Allowed	n/a
Partial Credit	Yes—Default: Allow	Yes—Default: Allow
<b>Access Controls</b>		
Password	n/a	Yes—Default: None
Prerequisites	Yes	Yes
Attempts per Question	Yes—Default: Unlimited	n/a
Attempts per Assignment	n/a	Yes—Default: Unlimited
Incomplete Attempt	n/a	Yes—Default: Student is expected to complete in one session
<b>Presentation Options</b>		
Review Only Parts	Yes—Default: Shows parts for review only	Yes—Default: Shows parts for review only
Time Limit	n/a	Yes—Default: No limit
Question Display	n/a	Yes - Default: Not scrambled
Learning Aids	Yes—Default: All available in Review Mode only	Yes - Default: Instructor Tip
Lock Correct Answers	Yes—Default: Unlocked	n/a
Save Values	Yes—Default: Saved	n/a
Printing	Yes—Default: Not Allowed	n/a
Graphing	n/a	Yes - Default: Allowed
<b>Review Options</b>		
Results Display		Yes—Default: Shows score and results
Reviewing Test		Yes—Default: Student can review any time after submitting
Study Plan	Varies	Varies
Print		Yes—Default: Not Allowed
<b>Other</b>		
Importing	Yes—Default: Not Allowed	Yes—Default: Not Allowed

Make your selections on this page for your assignment and then choose “Save” to come back to the assignment if you are not ready for the students to see it or “Save and Assign” if you have finished building out your assignment.

To learn more about Assignment Settings you can read more in the [next Module](#).

### **NCCERconnect Quick Steps to Building Your Own Assignment**

From inside your Course > Instructor Tools > Assignment Manager > Create Assignment > Select the assignment type from the dropdown menu > Follow the prompts entering the details of the assignment > Save & Assign

### **Create a media assignment for your students.**

How will you engage your students? The media question feature within NCCERconnect allows you to engage your students with homework, quiz, or test questions that have a media component. You can begin by creating a question utilizing our built-in media. This is a great way to verify that the students are viewing the media items that you want them to view.

**Assignment Manager**

1 Start 2 **Select Media and Questions** 3 Choose Settings

**Name** M1: Concept Checks (00101-09)  
**Book** NCCERconnect for Core Curriculum 4/E Change...  
**Module** 00101-09, M1: Basic Safety (00101-09)  
**Section** All Sections  
**Availability** All questions

**Media Type**  
☒ Document ☒ Trade Terms  
☒ eText Pages ☒ Video  
☒ Interactive Figure  
☒ PowerPoint (+) **Add my own media**

**Questions** **Media**

**Available Media (64)**

Media Title
M1: Classes Of Fi... Inte
M1: Death From...
M1: Donning A F...
M1: Electrical Pro...
M1: Electrical Sh...
M1: eText (0010...
M1: Examples Of...
M1: Extension L...
M1: Extension L...
M1: Flash Burn S...
M1: Fluid Proximi...

**My Selections (46)**

#	Question ID / Media	Section / Book Association	Questions on assignment: 46	Points on assignment: 46
1	Concept Check 1.2.1	Section 00101-09.2: Importance of Safety	1	1
2	Concept Check 1.2.2	Section 00101-09.2: Importance of Safety	1	1
3	Concept Check 1.3.1	Section 00101-09.3: Accidents: Causes and Results	1	1
4	Concept Check 1.3.2	Section 00101-09.3: Accidents: Causes and Results	1	1
5	Concept Check 1.3.3	Section 00101-09.3: Accidents: Causes and Results	1	1
6	Concept Check 1.3.4	Section 00101-09.3: Accidents: Causes and Results	1	1
7	Concept Check 1.3.5	Section 00101-09.3: Accidents: Causes and Results	1	1
8	Concept Check 1.3.6	Section 00101-09.3: Accidents: Causes and Results	1	1
9	Concept Check 1.3.7	Section 00101-09.3: Accidents: Causes and Results	1	1
10	Concept Check 1.3.8	Section 00101-09.3: Accidents: Causes and Results	1	1
11	Concept Check 1.4.1	Section 00101-09.4: Hazard and Recognition, Evaluation and C...	1	1

### **NCCERconnect Quick Steps to Creating a Media Assignment**

From inside your Course > Instructor Tools > Assignment Manager > Create Assignment > Choose Homework/Quiz/Test > Name > From the Select Media and Questions page, choose Media > Add > Next to the Settings Page > Choose settings > Save

Additionally, you can add your own media for use within the assignment. If you want to upload your own PowerPoint, PDF, Word Document, and/or Video and also include it as an assignable activity for your students, you can utilize the Add Your Own Media link.

*Note:* Prior to adding your own media to the assignment, the media must be uploaded to some kind of server. The Document Sharing feature within NCCERconnect allows you to upload and will show you the link URL to where it is being housed on our servers. If you do want to add your own video, we recommend that you upload to a YouTube account and use that link URL.

Once you upload to the Document Sharing portion of the site, click "show link" to view the link URL that you should use when creating your media assignment.

**Document Sharing**

**Document Sharing Categories**

[Add Category](#)

Categories	Edit	Delete
MyHealthProfessionsLab: MyHealthProfessionsLab		

**Note:** Only Custom Categories can be renamed and deleted.

---

**MyHealthProfessionsLab: MyHealthProfessionsLab**

[Upload Document](#) [Download Documents](#)

File Name/Description	Owner	Date/Time*	Size	Share	Downloads	Edit	Delete
<input type="checkbox"/> Sample Report.docx	Pearson Instructor	5/25/2015 4:17:58 PM	12K	Entire Class	0		
<input type="checkbox"/> Report							

[Hide Link](#)

<http://docsharing.next.ecollege.com/SharedFile.show?file=Sample+Report.docx&refer=1>

\* Times are displayed in (GMT-05:00) Eastern Time (US & Canada)

### **NCCERconnect Quick Steps to Adding Your Own Media for an Assignment**

First, upload your media to a server (our Document Sharing or YouTube) and make note of the URL.

Second, from inside your Course > Instructor Tools > Assignment Manager > Create Assignment > Choose Homework/Quiz/Test > Name > From the Select Media and Questions page, choose Media > Add > Next to the Settings Page > Choose settings > Save

## Assign reading.

The eText option within NCCERconnect allows students to have access to their text with a quick click within the course. It also allows you the ability to gauge your students' accountability with regard to completing their reading assignments. You can assign their reading homework and see when students have completed it. In addition, we will track how much time it took your student to complete. Students need to hit the "Submit" button upon completion of their reading to log within the Gradebook as completed.



You can edit the reading assignment by following the steps below.

### **NCCERconnect Quick Steps to Editing Reading Assignments**

From inside your Course > Instructor Tools > Assignment Manager > Find the reading assignment > Select Edit from the Actions dropdown > GO > Hit Next to arrive at the Settings page for this assignment > Make any necessary changes with regards to Due Dates, Prerequisites, Late Submissions, etc. > Select Save or Save & Assign

A complete online user's guide for our eText options is available by clicking the "Help" button in the top right of the eText. You can also [click here](#).

# MODULE 5: MANAGING ASSIGNMENT SETTINGS AND PREFERENCES

## LEARNING OUTCOME

This module will help you set up the assignments and activities you are using with setting preferences to match your intended outcome for each type of assignment.

<b>SECTION 5.1: SET PREFERENCES AND SCORING OPTIONS FOR INDIVIDUAL ASSIGNMENTS</b>	<b>83</b>
APPLY YOUR LATE SUBMISSIONS POLICY FOR AN ASSIGNMENT.	83
SPECIFY THE NUMBER OF ATTEMPTS STUDENTS CAN SUBMIT THE ASSIGNMENT BEFORE THE DUE DATE.	85
ADD A PREREQUISITE TO AN ASSIGNMENT.	86
SPECIFY THE NUMBER OF ATTEMPTS ALLOWED PER QUESTION ON AN ASSIGNMENT.	87
APPLY SETTINGS FOR INCOMPLETE OR INTERRUPTED ATTEMPTS.	87
CHOOSE THE LEARNING AIDS YOU WISH TO MAKE AVAILABLE TO STUDENTS WITHIN THE ASSIGNMENT.	88
SET A TIME LIMIT.	89
<b>SECTION 5.2: SELECT HOW AND WHEN STUDENTS CAN REVIEW SUBMITTED ASSIGNMENTS</b>	<b>90</b>
CHOOSE HOW THE RESULTS ARE DISPLAYED (WHAT THE STUDENT CAN SEE).	90
CHOOSE WHEN THE STUDENTS CAN REVIEW THE RESULTS YOU SELECTED.	90
<b>SECTION 5.3: ADD MEASURES TO ASSIGNMENTS TO PREVENT CHEATING</b>	<b>91</b>
SECURE HIGH-STAKES ASSIGNMENTS BY ENABLING THE LOCKDOWN BROWSER OPTION	91
RESTRICT ACCESS TO AN ASSIGNMENT BY ADDING A PASSWORD.	92
<b>SECTION 5.4: ADJUST ASSIGNMENTS FOR STUDENTS WITH SPECIAL CIRCUMSTANCES</b>	<b>93</b>
EXTEND TIME LIMITS/DUE DATES FOR STUDENTS REQUIRING ADDITIONAL TIME ON ASSIGNMENTS.	93
CREATE A SEPARATE ASSIGNMENT FOR AN INDIVIDUAL STUDENT.	94

## SECTION 5.1: SET PREFERENCES AND SCORING OPTIONS FOR INDIVIDUAL ASSIGNMENTS

Setting preferences and scoring options will enable you to focus on the intended outcomes for each assignment. This lesson highlights some of the most commonly used preferences. All of these preferences can be either set upon initial creation of the assignment or edited later.

### Apply your late submissions policy for an assignment.

You can allow students to complete a homework assignment after its due date. You can enable late submission of homework from any page that lets you edit homework settings.



- [Choose assignment settings](#): You can enable late submission for a single assignment for all students when creating the assignment or by editing an existing assignment.

**Scoring Options**

**Late submissions**

☒ Allow students to work and change score after due date

☒ Require password

☒ Require final submission    

☒ Deduct late submission penalty 

From final score

Penalty  %

☒ Apply only to questions scored after the due date

**Partial Credit**

☒ Allow partial credit on questions with multiple parts

### **NCCERconnect Quick Steps to Applying a Late Submission Policy**

From inside your Course > Instructor Tools > Assignment Manager > Find your assignment > Actions Dropdown Menu > Settings per Class > Scoring Options > Check Allow Students to Work After Due Date > Select any other options (password, final submission date, late submission penalty, etc.) > Save

- [Change settings per student](#): Enable late submission for a single assignment for individual students, or change the number of attempts and/or the due date.

### NCCERconnect Quick Steps to Changing the Late Submission Policy for an Individual Student

From inside your Course > Instructor Tools > Assignment Manager > More Assignment Tools Dropdown > Individual Student Settings > Make any necessary changes

- [Change settings for multiple assignments](#): Enable late submission for multiple assignments for all students.

### NCCERconnect Quick Steps to Changing the Late Submission Policy for Multiple Assignments for All Students

From inside your Course > Instructor Tools > Assignment Manager > Change Dates & Assign Status button > Use the Multiple Assignment Settings tab to apply a late submission policy for your students > Update



When you enable late submission:

- You can require that students contact you for a password.
- You can set a closing date and time for the late submission period.
- You can choose whether to deduct a penalty from the overall homework score or only from the score for any questions that are submitted after the original due date.

*Note:* You need to input a due date for the assignment before you can apply a late submission policy.

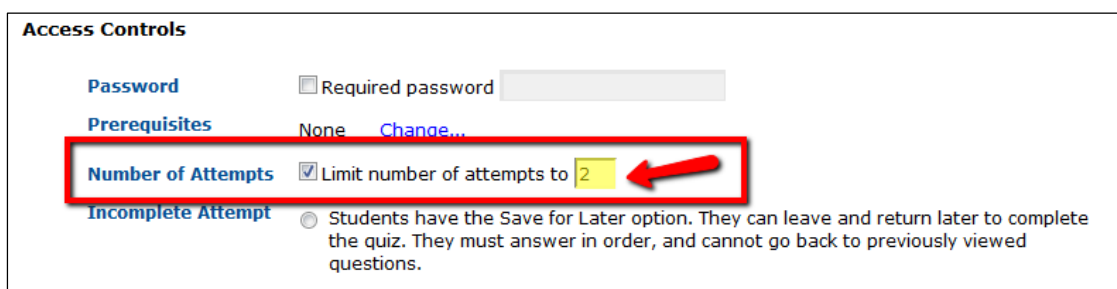
For more detailed information on this process, [click here](#) to be directed to our in-product help.

---

### Specify the number of attempts students can submit the assignment before the due date.

---


For quiz and test items within your course, you are able to set the number of attempts a student can make on the assignment. This setting is not available on homework items.



**Access Controls**

**Password** ☐ Required password

**Prerequisites** None [Change...](#)

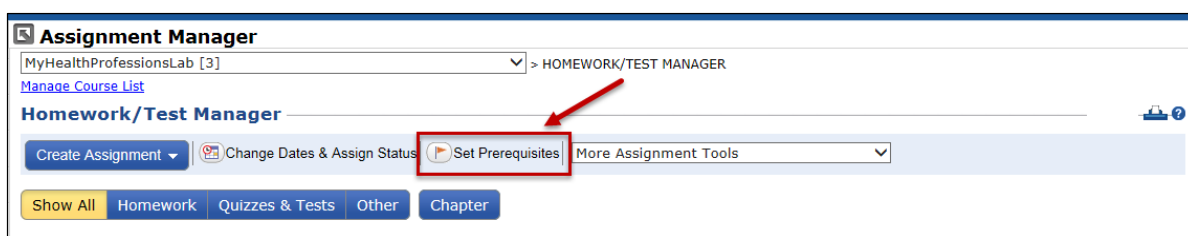
**Number of Attempts** ☒ Limit number of attempts to  

**Incomplete Attempt** ☐ Students have the Save for Later option. They can leave and return later to complete the quiz. They must answer in order, and cannot go back to previously viewed questions.

### NCCERconnect Quick Steps to Specifying the Number of Attempts for an Assignment

Open the appropriate Assignment Settings page > Access Controls > Check the box to the right of Number of Attempts > Save or Save & Assign

## Add a prerequisite to an assignment.



You can set prerequisites for any of your assignments to ensure that your students are following a prescribed learning path. You can create prerequisites from the Set Prerequisites tab or within the Access Controls section of the Settings Tab for the individual assignment. You can add multiple prerequisites for each assignment by clicking the box in the Multiple Prerequisites column. Additionally, you can set a minimum score achieved for each assignment.

The screenshot shows the 'Set Prerequisites' tab in the Assignment Manager. The breadcrumb trail is 'Core Curriculum - Enhanced Platform [0] > HOMEWORK/TEST MANAGER > SET PREREQUISITES'. Below the breadcrumb is a 'Manage Course List' link and a 'Legend' icon. A link 'Review Due Dates & Assigned Status' is also present. The interface has tabs for 'Show All', 'Homework', and 'Quizzes & Tests'. Below these are radio buttons for 'Basic Settings' and 'Advanced Settings'. The main content area is divided into two sections: 'These are prerequisites:' and 'For these assignments:'. The 'These are prerequisites:' section has a table with columns: 'Prerequisite Item', 'Minimum Score (Optional)', and 'Multiple Prereqs.'. The 'For these assignments:' section has a table with columns: 'M', 'Assignment', and 'For this Attempt'. Red arrows point to the 'None' dropdown in the 'Prerequisite Item' column and the 'M' column in the 'For these assignments:' table.

Prerequisite Item	Minimum Score (Optional)	Multiple Prereqs.	M	Assignment	For this Attempt
None	%	<input type="checkbox"/>	00101-09	M1: Reading (00101-09)	
None	%	<input type="checkbox"/>	00101-09	M1: Concept Checks (00101-09)	
None	%	<input type="checkbox"/>	00101-09	M1: Trade Terms (00101-09)	
None	%	<input type="checkbox"/>	00101-09	M1: Review Questions (00101-09)	All Attempts

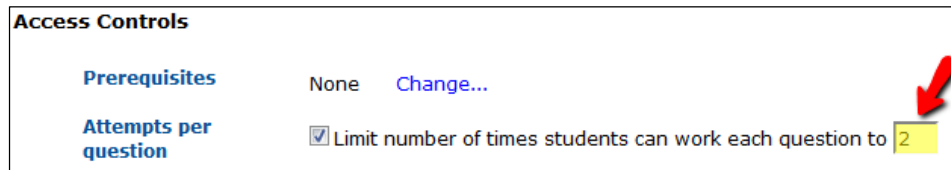
### NCCERconnect Quick Steps to Setting Prerequisites

From inside your Course > Instructor Tools > Assignment Manager > Set Prerequisites Tab > Choose either Basic or Advanced Settings > Make any necessary changes > Update

For more detailed information on this process, [click here](#) to be directed to our in-product help.

## Specify the number of attempts allowed per question on an assignment.

For homework items, you can specify the number of attempts allowed per question.



**Access Controls**

**Prerequisites** None [Change...](#)

**Attempts per question** ☒ Limit number of times students can work each question to

### NCCERconnect Quick Steps to Specifying the Number of Attempts per Question

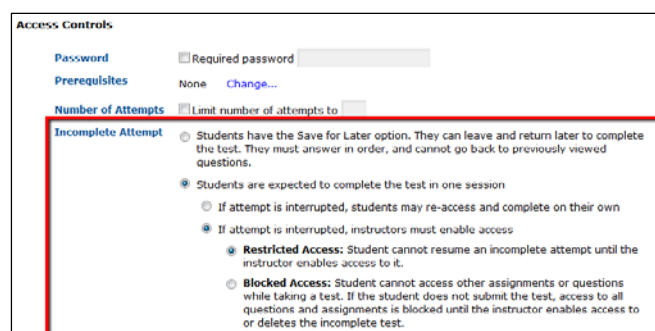
Open the appropriate Assignment Settings Page > Access Controls > Check the box to the right of Attempts per Question > Select Number > Save or Save & Assign

## Apply settings for incomplete or interrupted attempts.

By default, students are expected to complete the test in one session. However, you do have the flexibility to give students the Save for Later option. They can leave and return later to complete the test. However, they must answer in order, and cannot go back to previously viewed questions. If an attempt is interrupted, you have the choice of allowing the students to go back in or come to you for access back into the test.

### NCCERconnect Quick Steps to Specifying the Number of Attempts per Question

Open the appropriate Assignment Settings Page > Access Controls > Incomplete Attempt > Make Your Selections > Save or Save & Assign



**Access Controls**

**Password** ☐ Required password

**Prerequisites** None [Change...](#)

**Number of Attempts** ☐ Limit number of attempts to

**Incomplete Attempt**

- ☐ Students have the Save for Later option. They can leave and return later to complete the test. They must answer in order, and cannot go back to previously viewed questions.
- ☐ Students are expected to complete the test in one session
- ☒ If attempt is interrupted, students may re-access and complete on their own
  - ☒ **Restricted Access:** Student cannot resume an incomplete attempt until the instructor enables access to it.
  - ☐ **Blocked Access:** Student cannot access other assignments or questions while taking a test. If the student does not submit the test, access to all questions and assignments is blocked until the instructor enables access to or deletes the incomplete test.

For more detailed information on this process, including options for allowing single students/multiple students to gain access to resume incomplete tests, [click here](#).

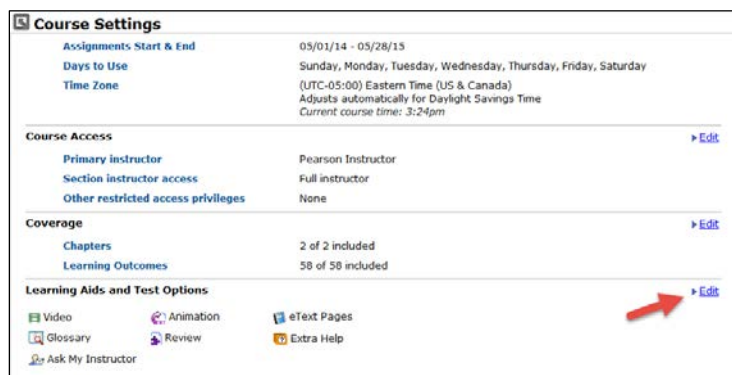
## Choose the learning aids you wish to make available to students within the assignment.

You can specify which learning aids are available to students when they work on or review assignments. You can change learning aid availability at either the course level or assignment level.

Any learning aid that you disable at the course level is not available when you set the accessible learning aids for an individual assignment. You cannot change settings for an assignment on which students have already worked.

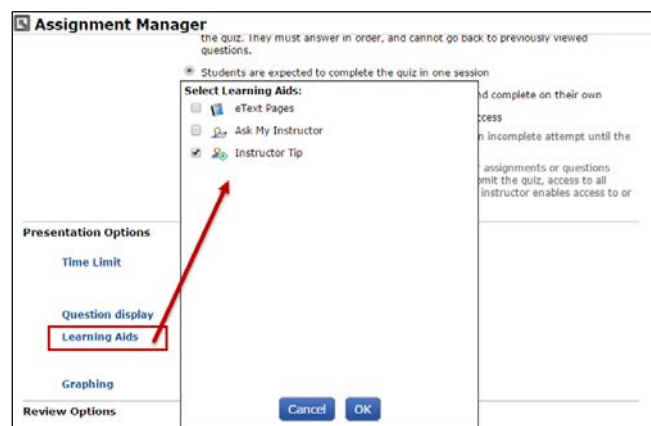
### NCCERconnect Quick Steps to Editing Learning Aids at the Course Level

From inside your Course > Instructor Tools > Course Settings > Learning Aids and Test Options > Edit > Make selections as appropriate > Save



### NCCERconnect Quick Steps to Editing Learning Aids at the Assignment Level

Open the appropriate Assignment Settings page > Presentation Options > Learning Aids > Change > Make selections > OK > Save or Save & Assign



For more detailed information on this process, [click here](#) to be directed to our in-product help.

## Set a time limit.

You can choose to set a time limit for your homework, quizzes, and tests. When you set a time limit, you can choose whether to let the students see the amount of time remaining during the test or quiz. Check the Show time remaining during the test box to display the time. If you uncheck this box, students do not see the remaining time while doing the test or quiz.

### NCCERconnect Quick Steps to Setting a Time Limit

Open the appropriate Assignment Settings page > Presentation Options > Time Limit > Check the box for time allowed and enter the number > If you prefer, you can also check the box for Show Time Remaining > Save or Save & Assign

**Presentation Options**

**Time Limit**

☒ Quiz time allowed (minutes):

☒ Show time remaining during quiz

**Question display**

☒ Scramble question order for each student

**Learning Aids**

Instructor Tip [Change....](#)

☐ Show in Review mode only

**Graphing**

☐ Allow students to move points by typing coordinates

## SECTION 5.2: SELECT HOW AND WHEN STUDENTS CAN REVIEW SUBMITTED ASSIGNMENTS

Review Options	
Results Display	Test Summary shows test score only ▾
Reviewing test	Student can review test only immediately after submitting ▾
Study Plan	<input checked="" type="checkbox"/> Results are used to update the study plan
Print	<input type="checkbox"/> Allow students to print the test with the correct answers and their answers while reviewing

### Choose how the results are displayed (what the student can see).

You have the option to allow students to have access to their results upon completion of their assignment. If you do choose to give them access to their assignment, you choose whether they will be able to review their test score only or their score and their questions/answers.

#### **NCCERconnect Quick Steps to Choosing the Results to Display**

Open the appropriate Assignment Settings page > Review Options > Results Display > Select the appropriate item from the dropdown > Save or Save & Assign

### Choose when the students can review the results you selected.

You may want to specify WHEN students are able to view their results. You have the option to decide whether students will only be able to review their assignment immediately after submitting only, at any time after submitting, any time after the due date, or not at all.

#### **NCCERconnect Quick Steps to Choosing When Students See Results**

Open the appropriate Assignment Settings page > Review Options > Reviewing Test > Select the appropriate item from the dropdown > Save or Save & Assign

## SECTION 5.3: ADD MEASURES TO ASSIGNMENTS TO PREVENT CHEATING

### Secure high-stakes assignments by enabling the Lockdown Browser option

The Pearson LockDown Browser option prevents students from opening applications or other browser windows while they are taking tests or quizzes online. When taking a test using the LockDown Browser, students cannot navigate away from the assignment. Learning aids are not allowed while students are taking a locked-down test or quiz, but you can edit the assignment settings to allow learning aids while students are reviewing the test or quiz. The LockDown Browser option is available only for tests or quizzes.

The Pearson LockDown Browser is a separate application that can be installed using the Browser Check. It is available for PCs and Macs. Students who work on their own machines will be prompted to install the LockDown Browser when they try to take a locked-down test or quiz.

#### **NCCERconnect Quick Steps to Utilizing the Lockdown Browser**

From inside your Course > Instructor Tools > Course Settings > Learning Aids and Test Options > Select Lockdown Option > Save

For more detailed information on this process, [click here](#) to be directed to our in-product help.



## Restrict access to an assignment by adding a password.

Homework, quizzes, and tests can all be password-protected if you choose to utilize this option. Perhaps you just want to password protect homework assignments for students who are submitting the assignment after the due date. If they have a valid reason for submitting late, you can share the password and they will have access to the assignment again. Or perhaps for a high-stakes test, you want the added security of password-protecting the exam.

You can add a password utilizing the Change Dates & Assign Status button or within the individual assignment settings.

The screenshot shows the 'Assignment Manager' interface. At the top, there's a breadcrumb trail: 'REVIEW: MHPL for AMA: Foundations & Practices, 2/E [6-15-15] [0]' > 'HOMEWORK/TEST MANAGER' > 'CHANGE DUE DATES & ASSIGN STATUS'. Below this is a 'Manage Course List' link and a 'Legend' icon. The main heading is 'Change Due Dates & Assign Status'. There are tabs for 'Show All', 'Homework', 'Quizzes & Tests', and 'Chapters'. Below the tabs are radio buttons for 'Use Calendar for Dates' and 'Use Add/Subtract Days for Dates', and buttons for 'Cancel/Done', 'Update all settings', and 'Update changes only'. The main table has columns: 'Ch.', 'Assignment', 'Category', 'Assigned', 'Start', 'Due', 'Homework Access', and 'Test/Quiz Access'. The 'Test/Quiz Access' column is highlighted with a red box, and a red arrow points to it. The 'Test/Quiz Access' section contains a 'Password (optional):' label and a text input field. Below the table, there are 'Apply to Selected' buttons for each column.

Ch.	Assignment	Category	Assigned	Start	Due	Homework Access	Test/Quiz Access
	Multiple Assignment Settings		<input type="radio"/> Assigned <input type="radio"/> Unassigned	05/25/15 5:05pm		<input type="checkbox"/> Allow students to work and change score after due date. Final Submission <input type="checkbox"/> Password:	Test/Quiz Access Password (optional): <input type="text"/>
			<input type="button" value="Apply to Selected"/>	<input type="button" value="Apply to Selected"/>	<input type="button" value="Apply to Selected"/>	<input type="button" value="Apply to Selected"/>	<input type="button" value="Apply to Selected"/>
1	Ch. 1 Homework A Review Individual Student Settings		<input type="radio"/> Assigned <input type="radio"/> Unassigned	05/19/15 12:00am		<input type="checkbox"/> Allow students to work and change score after due date. Final Submission <input type="checkbox"/> Password:	

### NCCERconnect Quick Steps to Adding a Password to an Assignment

From inside your Course > Instructor Tools > Assignment Manager > Change Dates & Assign Status button > Select as applicable the password option for your homework/quizzes/tests > Update all settings

**or**

From inside your Course > Instructor Tools > Assignment Manager > Find the Assignment in Question > Select Edit from the Actions Drop Down > Click Next to arrive at the Assignment Settings page > Access Controls > Select the box for Password > Save or Save & Assign

## SECTION 5.4: ADJUST ASSIGNMENTS FOR STUDENTS WITH SPECIAL CIRCUMSTANCES

**Extend time limits/due dates for students requiring additional time on assignments.**

There may be a student who requires additional time for an assignment in your course. You can set customized settings for individual students within NCCERconnect. You can initiate these changes from either the Gradebook or the Assignment Manager.

### **NCCERconnect Quick Steps to Extending the Time Limit/Due Date for an Individual Student**

From inside your Course > Instructor Tools > Gradebook > Overview by Student > Click on the Student Name > Select Settings per Student under the Actions dropdown for the item in question > Go > Use Individual Student Settings > Make your selections > OK

**or**

From inside your Course > Instructor Tools > Assignment Manager > Choose an assignment > Select Settings per Student in the Actions Dropdown > GO > Make your selections > Update

***From inside the Gradebook:***

**Individual Student Settings**

To personalize settings for more than one student at a time, go to the Homework/Test Manager and select settings per student for the assignment.

Quick Check: This Test Student N. Student

**Use Individual Student Settings**

Assigned ☒ Assigned ☐ Unassigned ☐

Available: 2/21/2024 12:00 AM

Due: 4/15/2024 11:59 PM

Password:  Required password ☐

Number of Attempts: ☒ Limit number of attempts to: 1

Time Limit: ☐ Limit total time allowed to: minutes

☐ Show time remaining during test

Cancel OK

***From inside the Assignment Manager:***

**Individual Student Settings**

Select an assignment and then add students who need individual settings.

To prevent an assignment from appearing in a student's reports, uncheck the assignment for that student in the Gradebook.

Assignment Category: Subject & Tests

Assignment: Ch 3: Pre-Test

Apply to All Students

Student	Assignment	Status	Start	Due	Password	Number of Attempts	Time Limit
Student N. Student	Assigned	Assigned	2/21/2024 12:00 AM	4/15/2024 11:59 PM	Required Password	Limit number of attempts to: 1	Limit total time allowed to: 12 minutes
A. Student	Assigned	Assigned	2/21/2024 12:00 AM	4/15/2024 11:59 PM	Required Password	Limit number of attempts to: 1	Limit total time allowed to: 12 minutes

Cancel OK

## Create a separate assignment for an individual student.

Perhaps you want to give a student a chance for additional remediation or extra credit. You can create a separate assignment for just one student. To achieve this, create the assignment utilizing the Assignment Manager.

### **NCCERconnect Quick Steps to Creating an Assignment for an Individual Student**

Create an assignment > Click Save (not Save & Assign); then, from the Assignment Manager > Under the Actions dropdown, select Settings per Student > Go > Add/Remove students from the list > Add > OK > Change the assignment from Unassigned to Assigned > Make any other adjustments > Update

# MODULE 6: CUSTOMIZING YOUR GRADEBOOK AND BASIC GRADEBOOK FUNCTIONALITY



How Do I?  
Video Tutorials

## LEARNING OUTCOME

This module will help you understand your NCCERconnect Gradebook and how you adjust settings to match your course needs so that you will be able to analyze the specific data you need.

<b>SECTION 6.1: CUSTOMIZE YOUR GRADEBOOK TO REFLECT THE ASSIGNMENTS IN YOUR SYLLABUS AND PREFERRED DISPLAY OPTIONS</b>	<b>96</b>
SELECT ASSIGNMENTS TO HIDE IN YOUR GRADEBOOK VIEW.	96
SELECT TO DISPLAY SCORES BY PERCENTAGE OR POINTS.	97
ADD A STUDENT ID COLUMN TO INCLUDE A UNIQUE IDENTIFIER FOR EACH STUDENT.	97
ADD COLUMNS FOR OFFLINE (NON–NCCERCONNECT) ASSIGNMENTS.	98
<b>SECTION 6.2: ADD GRADE WEIGHTING TO PLACE DESIRED WEIGHTS TO DIFFERENT ASSIGNMENT CATEGORIES</b>	<b>98</b>
SPECIFY HOW OVERALL SCORE IS CALCULATED.	99
ASSIGNMENT WEIGHTING BY POINTS/PERCENTAGES	99
OMIT ASSIGNMENT RESULTS FROM WEIGHTING.	100
<b>SECTION 6.3: SET UP SCORING OPTIONS FOR COURSE AVERAGE COLUMN</b>	<b>101</b>
<b>SECTION 6.4: EXPORT GRADES FOR REPORTING AND TRACKING STUDENT RESULTS</b>	<b>102</b>
GENERATE A QUICK EXPORT OF DATA FROM A SPECIFIC GRADEBOOK CATEGORY.	102
GENERATE AN ADVANCED EXPORT TO REVIEW MORE DETAILED REPORTING INFORMATION.	102
<b>SECTION 6.5: IMPORT PREVIOUS RESULTS</b>	<b>103</b>

## SECTION 6.1: CUSTOMIZE YOUR GRADEBOOK TO REFLECT THE ASSIGNMENTS IN YOUR SYLLABUS AND PREFERRED DISPLAY OPTIONS

### Select assignments to hide in your Gradebook view.

The Show/Hide Assignments page lets you select assignments you do not want to appear in the Gradebook. Since all assignments you create appear in the Gradebook, you may choose to hide assignments you have not yet assigned or that you may never assign.

A hidden assignment **does not appear in the Assignments views** in the Gradebook.

The assignment **does appear, as appropriate, on other pages** and will behave according to the assignment settings, weight, and other attributes defined for it. For example, hiding an assignment will not unassign it or omit it from counting towards the students' grade. If you are hiding an assignment from your Gradebook because you do not want your students to complete it, you will need to unassign it (Assignment Manager > Actions dropdown > Unassign) as well as omit it (Gradebook > Change Weights > Omit > Update) from counting towards their grade.

**Gradebook**  
Core Curriculum - Enhanced Platform [0] > GRADEBOOK > SHOW/HIDE ASSIGNMENTS  
[Manage Course List](#) [Legend](#) ?

**Show/Hide Assignments**  
Select below to hide an assignment in the assignment view of your gradebook. This change will not affect your students' gradebook views or averages.  
If you wish to omit the assignment's scores from your student averages, go to the [Change Weights](#) page.

[Show All](#) [Homework](#) [Quizzes](#) [Tests](#) [Other](#)

00104-09, M4: Introduction to Power Tools (00104-09) [Go](#)

Hide	M	Assignment	Category	Assigned	# of Results
<input type="checkbox"/>		00104-09 ▲ M4: Reading (00104-09)	01	✓	0
<input type="checkbox"/>		00104-09 ▲ M4: Concept Checks (00104-09)	01	✓	0
<input type="checkbox"/>		00104-09 ▲ M4: Review Questions (00104-09)	01	✓	0

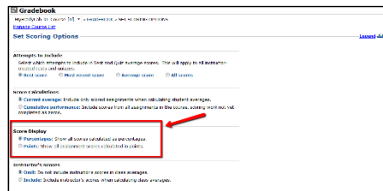
[Cancel/Done](#) [Update](#)

### NCCERconnect Quick Steps to Hiding Assignments in Your Gradebook

From inside your Course > Instructor Tools > Gradebook > From the More Gradebook Tools dropdown > Show/Hide Assignments > Check box to hide any assignment > Update

For more detailed information on this process, [click here](#) to be directed to in-product help.

## Select to display scores by percentage or points.

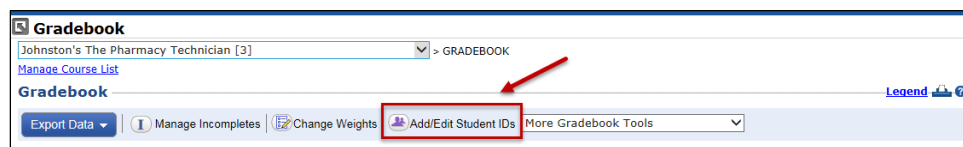


### **NCCERconnect Quick Steps to Setting the Gradebook Display**

From inside your Course > Instructor Tools > Gradebook > From the More Gradebook Tools dropdown > Set Scoring Options > Select Percentages or Points > Update

For more detailed information on this process, [click here](#) to be directed to in-product help.

## Add a Student ID column to include a unique identifier for each student.



The Add/Edit Student IDs page lets you add or edit IDs for the students in your class. You also can choose to require students to enter their IDs when they first access your course. You can display student IDs in your Gradebook to help you sort or identify students. If you assign student IDs, the IDs are automatically included when you [export student results](#). For example, if you have two students named Jane Smith, you can assign IDs to these students to help you distinguish between them. Or if a class has three section instructors who are responsible for a subset of the students enrolled in the class, you could assign student IDs that correspond to their section instructor. Then section instructors can sort the entries in the Gradebook by student ID to group their students together.

### **NCCERconnect Quick Steps to Adding a Student ID**

From inside your Course > Instructor Tools > Gradebook > Add/Edit Student IDs > Make necessary adjustments > OK

For more detailed information on this process, [click here](#) to be directed to in-product help.

## Add columns for offline (non–NCCERconnect) assignments.

The Offline Item wizard lets you add or edit graded work that students do offline—such as paper-and-pencil tests and class participation—in your Gradebook. (When you are creating a new offline item, the page is called Add Offline Item; if you are changing an existing offline item, the page is called Edit Offline Item.)

Gradebook

REVIEW: MHPL for A&P for Health Professions [6-15-15] [0] > GRADEBOOK > CHANGE WEIGHTS

[Manage Course List](#)

### Change Weights

[Legend](#)

To specify how your students' Overall Score is calculated, make the appropriate selections and set assignment and category weights below.

☒ **Category and Assignment Weighting:** Weight categories relative to one another, then weight assignments within each category.  
☐ **Assignment Weighting Only:** Weight assignments relative only to other assignments.

**Category Weighting**

Homework	Quizzes	Tests	Study Plan	Other
30 pts	20 pts	50 pts	0 pts	0 pts

[Manage offline categories...](#)

Total Category Weight: 100 points

You can create your own offline categories and include them in the Gradebook if your offline assignments don't fit in one of the standard categories (homework, tests, or quizzes).

### NCCERconnect Quick Steps to Adding Offline Gradebook Columns

From inside your Course > Instructor Tools > Gradebook > From the More Gradebook Tools dropdown > Add Offline Item > Choose Add Offline Item > Next > Enter the item information > Next > Choose Upload Scores or Save

*\*Note: you can either upload items or manually enter them.*

For more detailed information on this process, [click here](#) to be directed to in-product help.

## SECTION 6.2: ADD GRADE WEIGHTING TO PLACE DESIRED WEIGHTS TO DIFFERENT ASSIGNMENT CATEGORIES

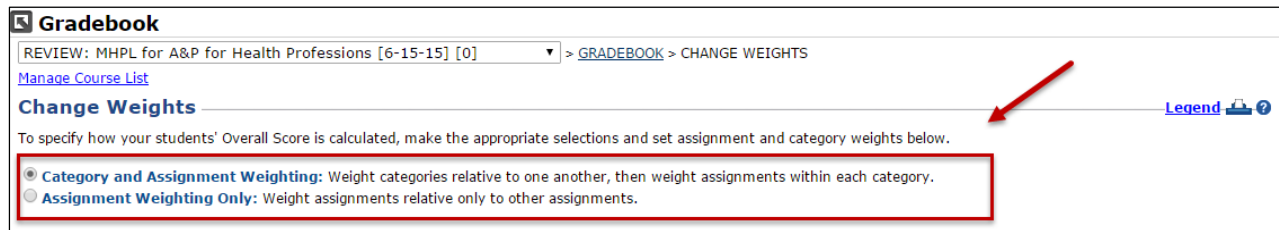
The Change Weights page lets you manage how Gradebook categories and individual assignments are weighted to calculate student overall scores. From this page, you can also omit student results on specific assignments.

For more detailed information on Gradebook weighting, [click here](#) to be directed to our in-product support.



## Specify how overall score is calculated.


You can choose to weight grades by categories relative to one another, then weight assignments within each category. Or you can choose to weight assignments relative only to other assignments. If you choose to use "Assignment Weighting Only" then the category weights do not apply.



**Gradebook**

REVIEW: MHPL for A&P for Health Professions [6-15-15] [0] > [GRADEBOOK](#) > CHANGE WEIGHTS

[Manage Course List](#)

**Change Weights** [Legend](#) 

To specify how your students' Overall Score is calculated, make the appropriate selections and set assignment and category weights below.

☒ **Category and Assignment Weighting:** Weight categories relative to one another, then weight assignments within each category.

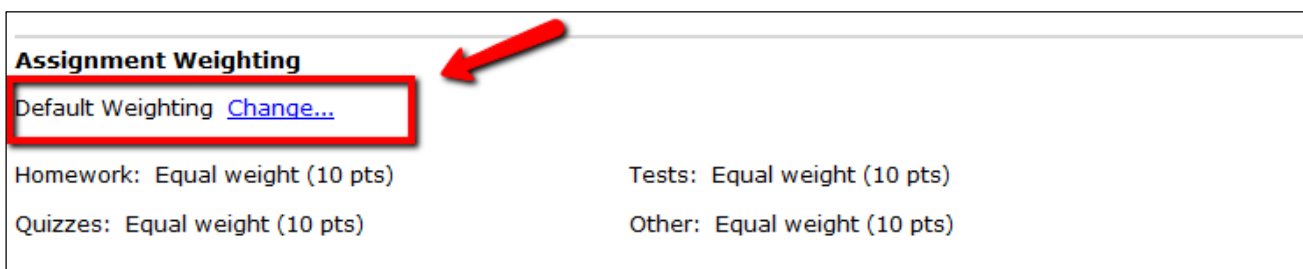
☐ **Assignment Weighting Only:** Weight assignments relative only to other assignments.

## NCCERconnect Quick Steps to Specifying How Weight is Calculated

From inside your Course > Instructor Tools > Gradebook > Change Weights > Select the appropriate category > Update

## Assignment weighting by points/percentages

You have the option to change Assignment Weighting from Equal Weight (default) to Actual Assignment Points.



**Assignment Weighting**

Default Weighting [Change...](#)

Homework: Equal weight (10 pts) Tests: Equal weight (10 pts)

Quizzes: Equal weight (10 pts) Other: Equal weight (10 pts)

## NCCERconnect Quick Steps to Assignment Weighting by Points/Percentages

From inside your Course > Instructor Tools > Gradebook > Change Weights > Assignment Weighting > Change Default Weighting > OK > Update

## Omit assignment results from weighting.

If you do not want an assignment to count towards students' grades, then you need to omit those assignments from counting towards their overall score.

Gradebook					
M	Assignment Name		Assignment Weight	Percent of Overall Score	Omit Results
00101-09	M1: Reading (00101-09)		10 pts	1.1%	<input type="checkbox"/>
00101-09	M1: Concept Checks (00101-09)		10 pts	1.1%	<input type="checkbox"/>
00101-09	M1: Trade Terms (00101-09)		10 pts	1.1%	<input type="checkbox"/>
00101-09	M1: Review Questions (00101-09)		10 pts	2.2%	<input type="checkbox"/>

### NCCERconnect Quick Steps to Assignment Weighting by Points/Percentages

From inside your Course > Instructor Tools > Gradebook > Change Weights > Assignment Weighting > Change Default Weighting > OK > Update

## SECTION 6.3: SET UP SCORING OPTIONS FOR COURSE AVERAGE COLUMN

Scoring options within the Gradebook allow you to select the attempts to include, how the scores are calculated, how the scores are displayed, and more.

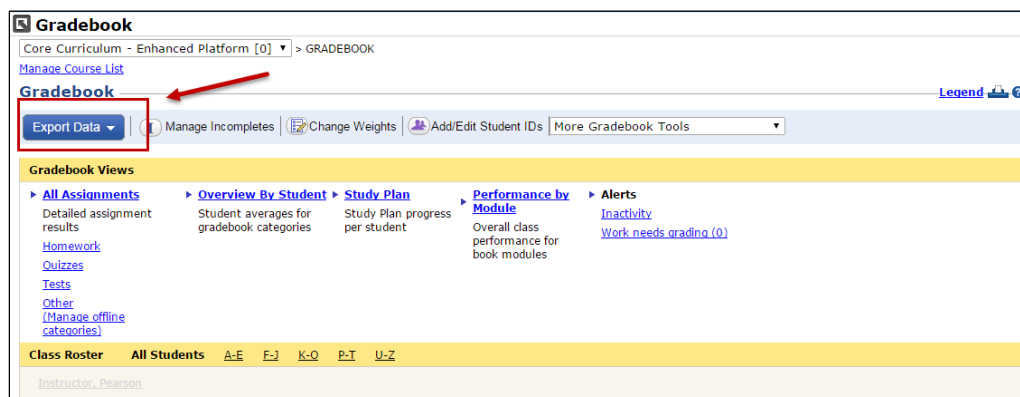
The screenshot shows the 'Gradebook' interface for a course titled 'REVIEW: MHPL for A&P for Health Professions [6-15-15] [0]'. The breadcrumb trail is '> GRADEBOOK > SET SCORING OPTIONS'. A link for 'Manage Course List' is visible. The main heading is 'Set Scoring Options' with a 'Legend' link and a help icon. The interface is divided into several sections: 'Attempts to Include' with radio buttons for 'Best score' (selected), 'Most recent score', 'Average score', and 'All scores'; 'Score Calculations' with radio buttons for 'Current average' (selected) and 'Cumulative performance'; 'Score Display' with radio buttons for 'Percentages' (selected) and 'Points'; 'Instructor's Scores' with radio buttons for 'Omit' (selected) and 'Include'; and 'Students' Scores' with a checkbox for 'Hide Overall Score from students' which is unchecked. At the bottom right are 'Cancel/Done' and 'Update' buttons.

### NCCERconnect Quick Steps to Setting the Scoring Options

From inside your Course > Instructor Tools > Gradebook > From the More Gradebook Tools dropdown > Set Scoring Options > Select Percentages or Points > Update

For more detailed information on this process, [click here](#) to be directed to in-product help.

## SECTION 6.4: EXPORT GRADES FOR REPORTING AND TRACKING STUDENT RESULTS



### Generate a quick export of data from a specific Gradebook category.

The Quick Export page lets you generate reports on assignment categories (homework, tests, and so on) or student averages. These reports are exported immediately from the Gradebook to a .csv file that can be read by a spreadsheet application, such as Microsoft® Excel.

#### NCCERconnect Quick Steps to a Quick Gradebook Export

From inside your Course > Instructor Tools > Gradebook > Export Data > Quick Export > Choose data sets > Download Data

For more detailed information on this process [click here](#) for in-product help.

### Generate an advanced export to review more detailed reporting information.

The Advanced Export provides more detailed information and allow you to specify exports for other LMS systems such as BlackBoard, Canvas, Desire2Learn, and Moodle.

#### NCCERconnect Quick Steps to an Advanced Gradebook Export

From inside your Course > Instructor Tools > Gradebook > Export Data > Advanced Export > Choose data sets > Download Data

For more detailed information on this process, [click here](#) for in-product help.

# SECTION 6.5: IMPORT PREVIOUS RESULTS

The Import Previous Results page lets you transfer student scores on assignments from one course to another that uses the same course material. The results imported are based on assignment name and the number of points available. You can either manually import results per student or automatically import results for all students with previous results.

Gradebook

Core Curriculum - Enhanced Platform [0] > GRADEBOOK > IMPORT PREVIOUS RESULTS

[Manage Course List](#)

Import Previous Results [Legend](#)

To automatically check for and import previous results from another course using the same course materials, select the checkbox below. You may also import previous results for each student manually.

Results for offline items will not be imported.

Automatic Import

☐ Automatically import previous course results

☐ From this date and later:

Manual Import

Students	Login Name	Previous Course Results	Date Imported
Instructor, Pearson	pearsonmylabinstructor	<a href="#">Import Results</a>	

OK

## NCCERconnect Quick Steps to Importing Previous Results

From inside your Course > Instructor Tools > Gradebook > More Gradebook Tools dropdown > Import Previous Results > Make the appropriate selections > OK

For more information on this process, [click here](#) for in-product help.

# ***MODULE 7: USING THE GRADEBOOK TO ASSESS PERFORMANCE AND MANAGE GRADES***

## LEARNING OUTCOME

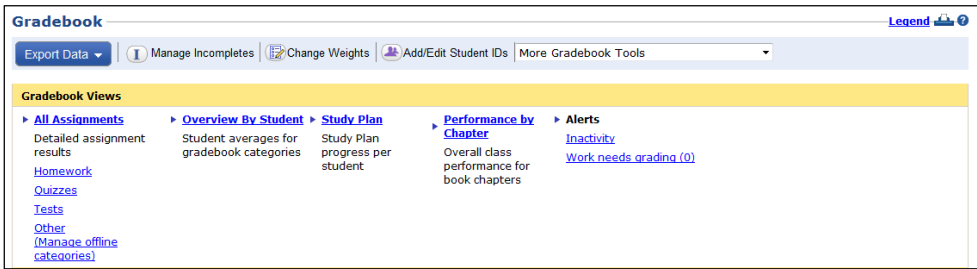
This module will help you find the best way to analyze the specific data you need based on how you set up the Gradebook in the previous module. It will also provide you with instructions to reviewing student work and editing student results.

<b>SECTION 7.1: REVIEW CLASS RESULTS AND PERFORMANCE OF ASSIGNED CONTENT</b>	<b>105</b>
VIEW DETAILED RESULTS FOR ALL ASSIGNMENTS FOR YOUR CLASS.	105
GAUGE STUDENT UNDERSTANDING OF SPECIFIC QUESTIONS/OBJECTIVES IN AN ASSIGNMENT WITH ITEM ANALYSIS.	105
USE THE INACTIVITY ALERTS TO TRACK AT-RISK OR INACTIVE STUDENTS AND ASSIGNMENTS REQUIRING INSTRUCTOR GRADING.	106
<b>SECTION 7.2: EDIT STUDENT RESULTS GLOBALLY AT THE ASSIGNMENT LEVEL</b>	<b>107</b>
ADJUST ALL STUDENT SCORES FOR A SPECIFIC ASSIGNMENT GLOBALLY OR INDIVIDUALLY.	107
MANAGE INCOMPLETES FOR ASSIGNMENTS. (SUBMIT ZERO SCORES.)	108
DROP THE LOWEST SCORES FOR AN ASSIGNMENT CATEGORY.	109
SCORE A QUESTION AS CORRECT.	110
<b>SECTION 7.3: EDIT INDIVIDUAL STUDENT RESULTS</b>	<b>111</b>
CHANGE INDIVIDUAL STUDENT SCORES AT THE ASSIGNMENT LEVEL.	111
OMIT/DELETE ASSIGNMENT RESULTS FOR AN INDIVIDUAL STUDENT.	111
<b>SECTION 7.4: THE REPORTING DASHBOARD</b>	<b>112</b>
OVERALL SCORE AVERAGE AND DISTRIBUTION	112
ASSIGNMENT SCORE AND TIME SPENT	113
ASSIGNMENT SCORE AND TIME SPENT—DISPLAY BY STUDENT	114
ASSIGNMENT RESULTS SCORE DISTRIBUTION	115
ITEM ANALYSIS	116
MASTERY	118
SUMMARY OF REPORTING DASHBOARD TOOLS	118

# SECTION 7.1: REVIEW CLASS RESULTS AND PERFORMANCE OF ASSIGNED CONTENT


View detailed results for all assignments for your class.

You can view your Gradebook several ways so that you can view the results that will be most beneficial to your objective. You can see All Students/All Assignments, Overview by Student, Study Plan Results, and/or Performance by Module.



**NCCERconnect Quick Steps to Viewing Results for your Students**  
From inside your course > Instructor Tools > Gradebook

Gauge student understanding of specific questions/objectives in an assignment with Item Analysis.

You can view item analysis for each of your assessments to assist you in determining your students' level of understanding. You can access Item Analysis in two locations: from the IA button  in All Assignments All Students or within an individual assignment from the Item Analysis within the Actions Dropdown Menu.

The screenshot shows the 'Item Analysis' page for a 'Chapter Test'. It includes a 'Results View' section with a 'Best Score' dropdown and a 'Go' button. Below this is a table with the following data:

#	Question ID	Learning Outcome	# Uses on Test	Correct	Partial Credit	Incorrect	Not Attempted	Avg Time Spent	Median Time Spent	Score as Correct
1	HWNYX_A.1.1.1	Define and spell the terms to learn for this chapter.	3	3	0	0	0	3s	show median	<input type="radio"/>
2	HWNYX_A.1.1.2	Define and spell the terms to learn for this chapter.	3	3	0	0	0	4s	show median	<input type="radio"/>
3	HWNYX_A.1.1.1	Define and spell the terms to learn for this	1	1	0	0	0	3s	show median	<input type="radio"/>

View the number of students whose attempts were correct/partially credit/incorrect/not attempted. View average time spent working on the question.



Click on the question ID to view the full question. If you would like to give the students credit for working on this question then select "Score As Correct."

*Note: "Score As Correct" can only be used once within each assignment.*

### **NCCERconnect Quick Steps to Item Analysis**

From inside your Course > Instructor Tools > Gradebook > All Assignments All Students > IA button

or

From inside your Course > Instructor Tools > Gradebook > Click on Student Name (from the Roster or Assignments by Student) > Actions dropdown > Item Analysis

For more information on this process, [click here](#) for in-product help.

### **Use the Inactivity Alerts to track at-risk or inactive students and assignments requiring instructor grading.**

The Inactivity Alert within the Gradebook can help you in managing your class and tracking at-risk students. You can view days since last submission, the date of the last submission, and what was last submitted as well as use the Actions dropdown to email the student.

Students	Days since last submitted	Date last submitted	Work last submitted	Actions
A. Student	258	09/09/14 10:41am	Ch 1: Critical Thinking Quiz	Choose -- Go
B. Student	258	09/09/14 10:44am	Ch 1: Homework B	Choose -- Go
C. Student	258	09/09/14 10:48am	Ch 1: Homework B	Choose -- Go

### **NCCERconnect Quick Steps to Gradebook Alerts**

From inside your Course > Instructor Tools > Gradebook > Inactivity

For more information on this process, [click here](#) for in-product help.

## SECTION 7.2: EDIT STUDENT RESULTS GLOBALLY AT THE ASSIGNMENT LEVEL

**Adjust all student scores for a specific assignment globally or individually.**

You may decide to adjust the score for all students based on their overall results or to grade on a curve. You can easily do this, increasing their score by either points or percentage. Additionally, you can decrease results. For example, when students hand in an assignment late, you could penalize these students by reducing their scores by 5%.

**Gradebook**  
MyHealthProfessionsLab [3] > [Back to Gradebook](#)

**Change Scores** [Legend](#)

Tips:

- Students shown in red submitted work after the due date.
- Be sure to click Update at the bottom of the page after applying your changes.
- To submit zeros for students who did not do the assignment, go to [Manage Incompletes](#).
- If you change a test or quiz score, you will not be able to change individual question scores during review.

Name Chapter Test  
Due Date 02/20/15 11:59pm

Change correct points Type of change: Decrease Amount of change: % **Apply To Selected**

<input type="checkbox"/> Students	Indiv Student Due Date	Date Worked	Time Spent	Current Correct/Total	Changed Correct/Total	Changed Score	Score Changed Via	Date of Last Change
<input type="checkbox"/> A, Student		02/11/15 10:24am	19s	5/5				
<input type="checkbox"/> B, Student		02/11/15 10:04am	30s	4/5				
<input type="checkbox"/> C, Student		02/11/15 10:01am	30s	5/5				

[Cancel/Done](#) [Update](#)

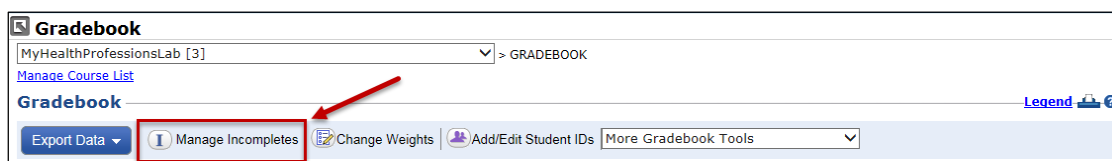
### NCCERconnect Quick Steps to Globally Adjusting an Assignment Score

From inside your Course > Instructor Tools > Gradebook > All Assignments All Students > Find the assignment you need to adjust > Click Change Scores > Click to Select Students > Select Type of Change/Amount of Change > Apply to Selected

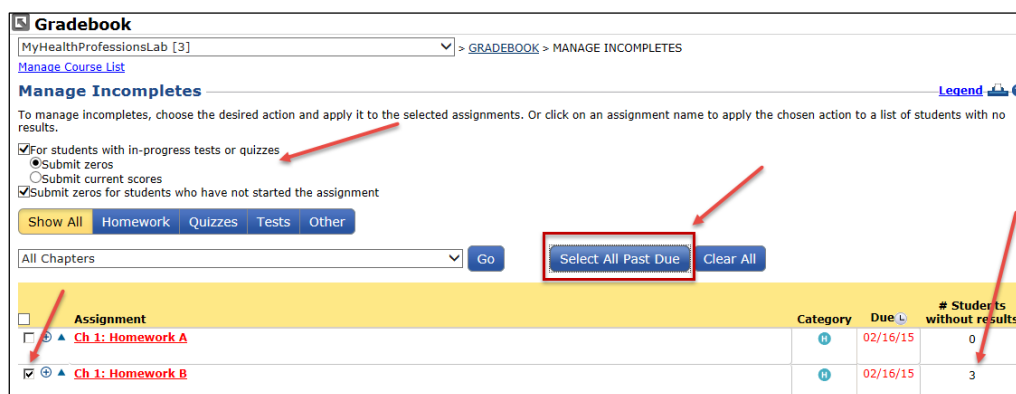
For more information on this process, [click here](#) for in-product support.

## Manage incompletes for assignments. (Submit zero scores.)

The Manage Incompletes page lets you submit zeroes on assignments students have not completed. A test or quiz is incomplete if a student has not taken it or if the test was interrupted so that the student could not submit it. A homework assignment is incomplete if the student has not started it.



The system defaults will apply a score of zero to any student with in-progress tests/quizzes or for those who have not started the assignment. However, you can decide to allow those with in-progress assignments to have their current score recorded. Hitting the "Select All Past Due" button enables the system to recognize those assignments that are not only past due but also have students without results. Hit "Submit" to apply the change.



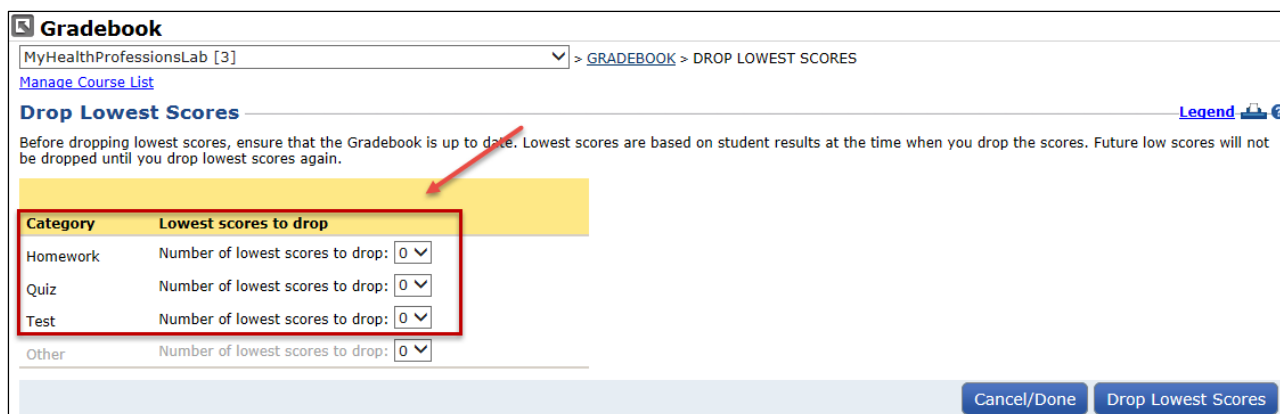
### NCCERconnect Quick Steps to Managing Incompletes

From inside your Course > Instructor Tools > Gradebook > Manage Incompletes > Make your selections > Submit

For more information on this process, [click here](#) for in-product support.

## Drop the lowest scores for an assignment category.


The Drop Lowest Scores page lets you omit the lowest scores for assignments in any Gradebook category for your entire class. You can choose to drop up to five lowest scores for each Gradebook category.



**Gradebook**

MyHealthProfessionsLab [3] > GRADEBOOK > DROP LOWEST SCORES

[Manage Course List](#)

**Drop Lowest Scores** [Legend](#) 

Before dropping lowest scores, ensure that the Gradebook is up to date. Lowest scores are based on student results at the time when you drop the scores. Future low scores will not be dropped until you drop lowest scores again.

Category	Lowest scores to drop
Homework	Number of lowest scores to drop: 0 ▼
Quiz	Number of lowest scores to drop: 0 ▼
Test	Number of lowest scores to drop: 0 ▼
Other	Number of lowest scores to drop: 0 ▼

[Cancel/Done](#) [Drop Lowest Scores](#)

The Drop Lowest Scores page displays a table that shows the Gradebook categories. If you have dropped lowest scores previously, the date when you last dropped scores appears above the table.

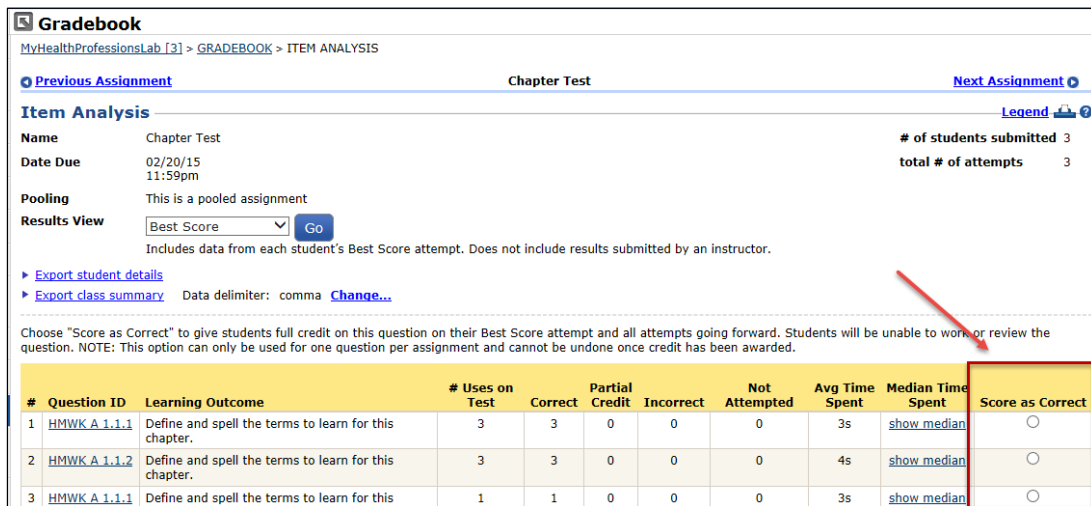
### NCCERconnect Quick Steps to Dropping the Lowest Score

From inside your Course > Instructor Tools > Gradebook > More Gradebook Tools dropdown > Drop Lowest Scores > Make your selections > Drop Lowest Scores

For more information on this process, [click here](#) for in-product support.

## Score a question as correct.

You may have a need to score a question as correct after the class begins or completes a test. The Score as Correct option will give students full credit on this question on their Best Score attempt. For all attempts going forward, students will be unable to work or review this question.



The screenshot shows the 'Gradebook' interface for 'MyHealthProfessionsLab [3] > GRADEBOOK > ITEM ANALYSIS'. The assignment is 'Chapter Test'. The 'Results View' is set to 'Best Score'. A red arrow points to the 'Score as Correct' column in the table below.

**Item Analysis**

Name: Chapter Test  
Date Due: 02/20/15 11:59pm  
Pooling: This is a pooled assignment  
Results View: Best Score (Go)

Includes data from each student's Best Score attempt. Does not include results submitted by an instructor.

Choose "Score as Correct" to give students full credit on this question on their Best Score attempt and all attempts going forward. Students will be unable to work or review the question. NOTE: This option can only be used for one question per assignment and cannot be undone once credit has been awarded.

#	Question ID	Learning Outcome	# Uses on Test	Correct	Partial Credit	Incorrect	Not Attempted	Avg Time Spent	Median Time Spent	Score as Correct
1	HMWK A 1.1.1	Define and spell the terms to learn for this chapter.	3	3	0	0	0	3s	show median	<input type="radio"/>
2	HMWK A 1.1.2	Define and spell the terms to learn for this chapter.	3	3	0	0	0	4s	show median	<input type="radio"/>
3	HMWK A 1.1.1	Define and spell the terms to learn for this	1	1	0	0	0	3s	show median	<input type="radio"/>

NOTE: This option can only be used for one question per assignment and cannot be undone once credit has been awarded.

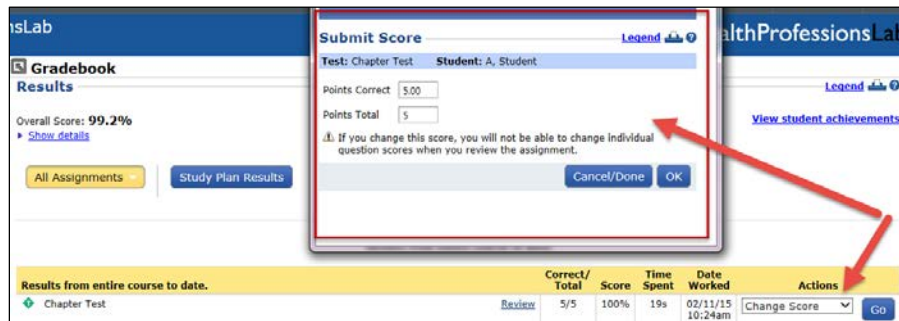
## NCCERconnect Quick Steps to Scoring a Question Correct

From inside your Course > Instructor Tools > Gradebook > Find the assignment > Item Analysis button > Find the question > Select Score as Correct > Yes

## SECTION 7.3: EDIT INDIVIDUAL STUDENT RESULTS

### Change individual student scores at the assignment level.

You may need to change an individual student's score. This can be done through the Actions dropdown menu on the individual student's results page. Select "Change Score" from the Actions dropdown menu.



### NCCERconnect Quick Steps to Changing Individual Student Scores at the Assignment Level

From inside your Course > Instructor Tools > Gradebook > Overview by Student > Click on student name > Actions dropdown > Change Score > Go > OK

For more information on this process, [click here](#) for in-product help.

### Omit/delete assignment results for an individual student.

You can omit or delete a particular student's results on any assignments, including offline items. When you omit or delete results, the scores are not included when calculating the student's overall score. Omitted results can be re-included at a later time, but deleted results cannot be restored.

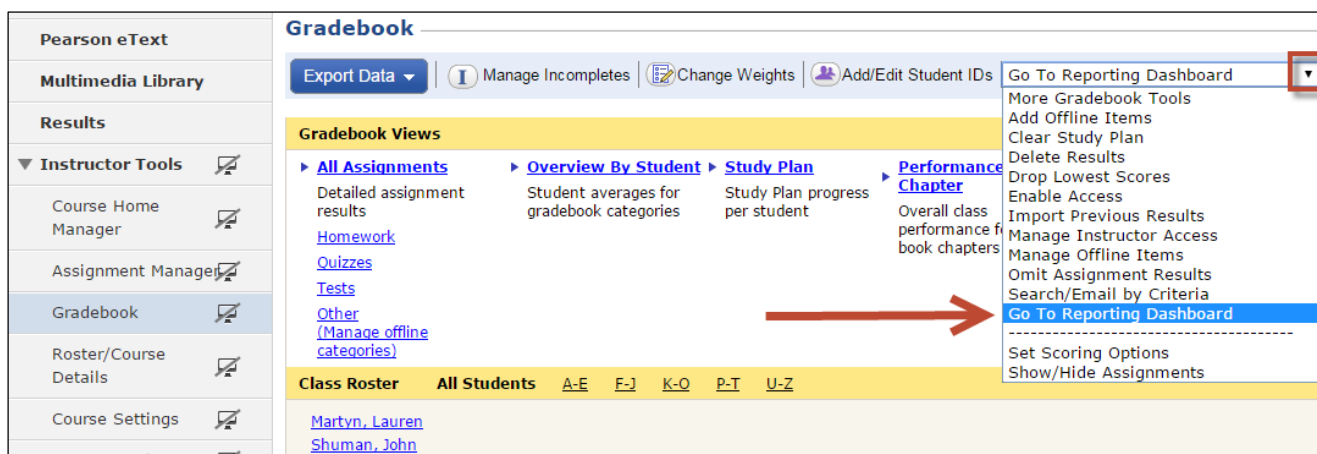
### NCCERconnect Quick Steps to Omitting/Deleting Assignment Results for an Individual Student

From inside your Course > Instructor Tools > Gradebook > Overview by Student > Click on student name > Actions dropdown > Omit or Delete > Go

For more information on this process, [click here](#) for in-progress help.

## Section 7.4: The Reporting Dashboard

The Reporting Dashboard is a powerful tool that enables instructors and administrators to easily create reports that summarize student performance data. This feature, accessible through the Gradebook, is easily customizable. With the increased focus on performance metrics and data-driven decision making, the Reporting Dashboard can be a valuable tool.



There are five types of reports available in the Reporting Dashboard:

- Overall Score Average and Distribution
- Assignment Score and Time Spent
- Assignment Results Score Distribution
- Item Analysis
- Mastery

### **NCCERconnect Quick Steps to Accessing the Reporting Gradebook**

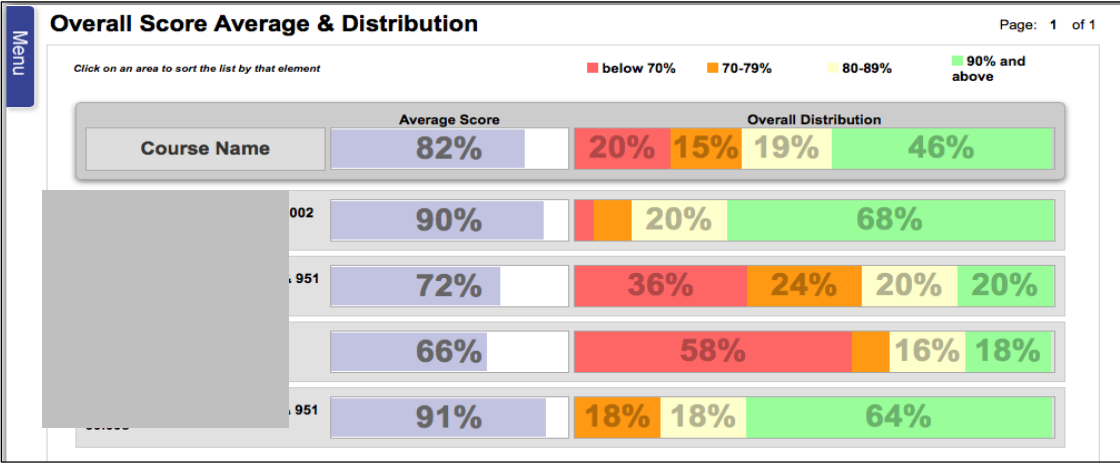
From inside your Course > Instructor Tools > Gradebook > More Gradebook Tools dropdown menu > Go To Reporting Dashboard

### **Overall Score Average and Distribution**

The default report that appears when first logging into the Reporting Dashboard is the *Overall Scores: Average Score and Distribution Menu* report. This report details the real-time overall average of selected sections of a course, as well as the overall averages of the selected individual sections on a single screen.



The **Overall Score Average & Distribution** report will appear.



Although the top row of the table contains the average of the selected sections, each subsequent row of this report would represent one course section.

The **Overall Score Average & Distribution** report gives a snapshot of the overall performance in selected sections of a course. To increase the usefulness of this report, it is important to have Gradebook weights and assignment due dates set.



There is a **Filter** tool that can be used to select which sections to include in this report. Click the **Menu** tab, and select **Filter**, then select particular sections, or select a different report.

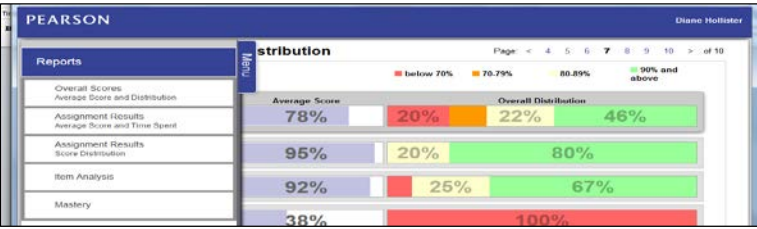
## Assignment Score and Time Spent

To share the distribution of grades and time spent on assignments with students so they see a connection between time on task and grades, the **Assignment Score and Time Spent** report can be utilized. This report details the average score of an assignment as well as the time spent on the assignment, displayed either by assignment or by student.

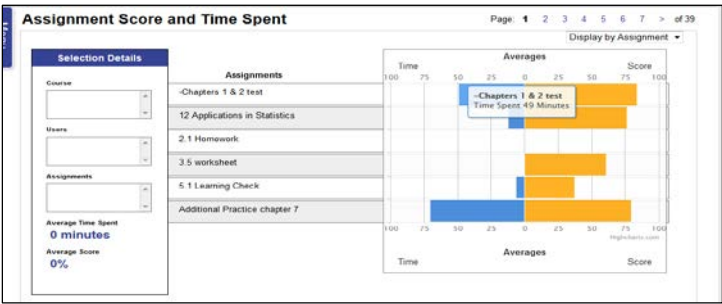
From the **Reporting Dashboard**, select the **Menu** tab.



Click **Reports**.



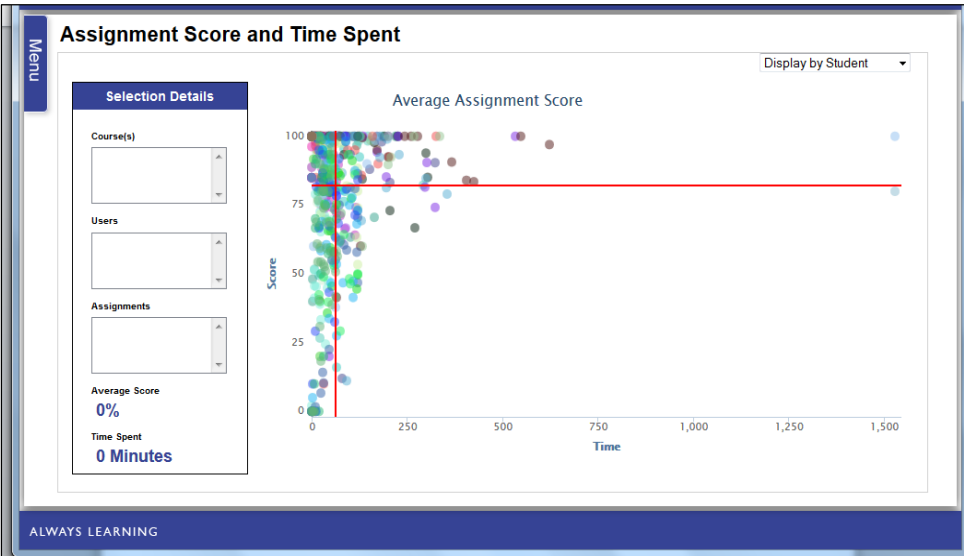
Next, select the **Assignment Results: Average Score and Time Spent** link.



This screen shows assignments, average time on task, and resulting average score. If you scroll over the display, you will see a little box with the material highlighted for that row. Click on a specific assignment to view details about the course, students, and time on task as well as score.

### Assignment Score and Time Spent—Display by Student

From the **Assignment Score and Time Spent** report, choose **Display by Student** from the dropdown menu.

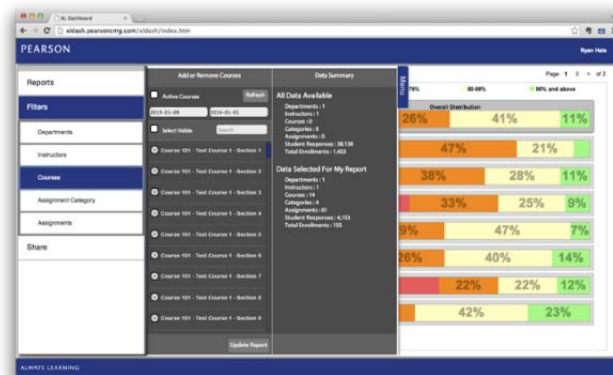


On the resulting scatterplot, the x-axis represents time and the y-axis represents the assignment score. If no filters have been selected, each point represents one student's score on one assignment. The name of the student, assignment, and score will show when the mouse hovers over each point. The red lines indicate the average score (horizontal) and average time (vertical) on the selected assignment(s), as a benchmark for comparison.

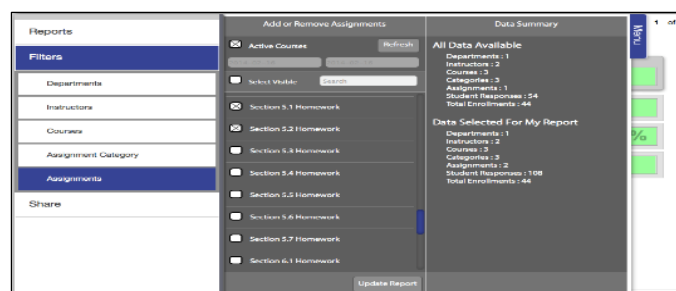
The results identify the students who are having the most difficulty with an assignment (i.e., the students in Quadrant 4 who take longer than average to complete the assignment, and also score lower than the average score).

## Assignment Results Score Distribution

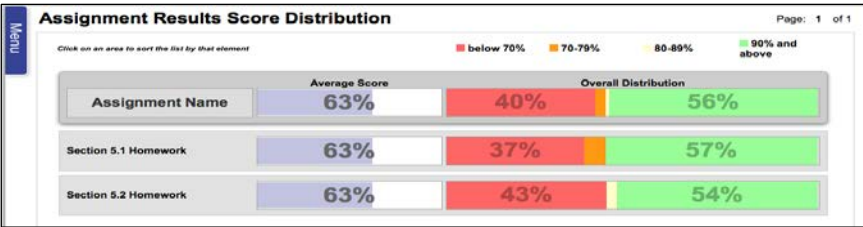
To compare student performances on specific assignments, utilize the Assignment Results Score Distribution report. This report details the average score and the overall score distribution for selected assignments for selected course sections. From the Reporting Dashboard, select the Menu tab and choose Filters.



Choose the Courses link and mark the box of the courses to be compared. Click Update Report. Next, select the **Assignments** link and mark the boxes of the two homework assignments of interest.



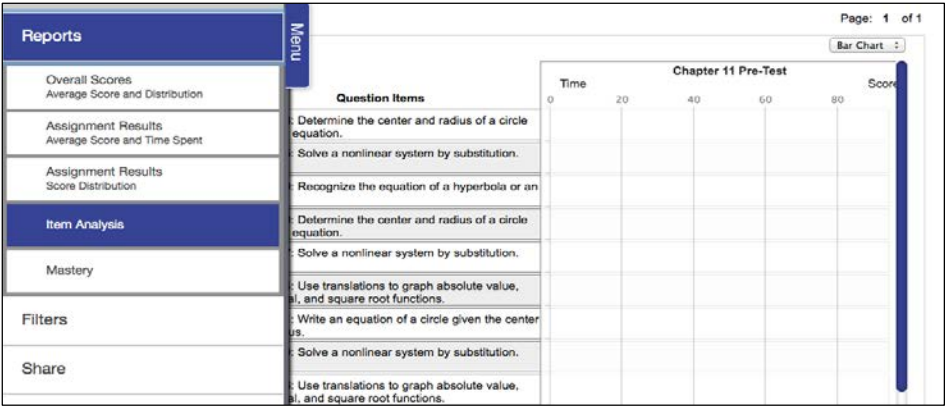
Click **Update Report**. The **Assignment Results Score Distribution** will now show the filtered results.



From this display, the average score and average distribution of scores on these two homework assignments from students from the two selected sections can be viewed. The average score and distribution of scores for the individual homework assignments are visible as well.

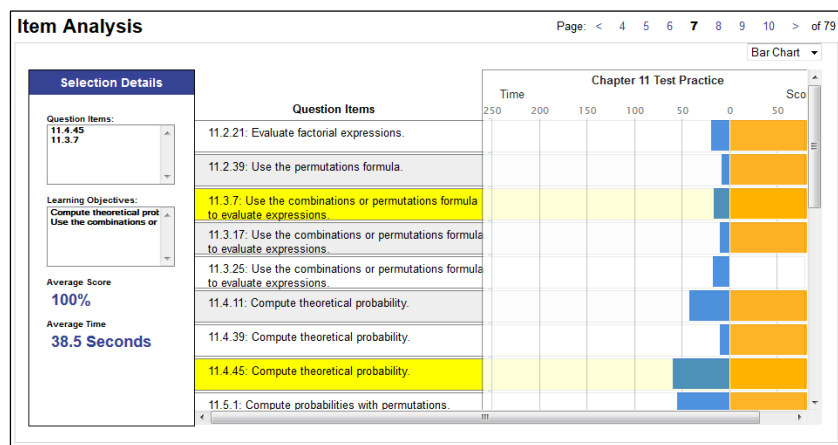
## Item Analysis

**Item Analysis** allows additional information, such as the average score on individual questions in an assignment and the time spent on the questions, to be viewed. From the **Reporting Dashboard**, select the **Menu** tab and choose the **Reports** link. Choose **Item Analysis**.



The **Filters** tool can be used to select the desired assignment.

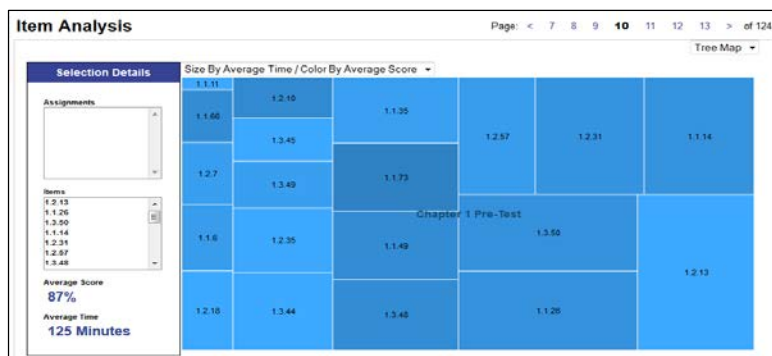
Once the desired assignment has been chosen, click on the objective(s) to be examined. (They will be highlighted when selected.)



In the Selection Details box on the left, the question ID and learning objectives of the highlighted questions are displayed. Also displayed is the average score on the highlighted objectives as well as the average time it took to complete those questions.

The bar chart shows the average time (in seconds) to complete each objective as well as the average corresponding score.

The Bar Chart view of the Item Analysis tool gives a clear visual to easily determine areas in which students are struggling. The Item Analysis tool also has a Tree Map view as shown below.



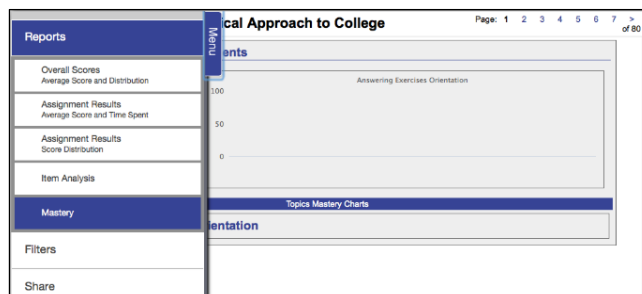
The size and color saturation of each rectangle is an indicator of the average time spent or the score on the question, indicated by the question ID. The larger the rectangle, the more time spent on that item. The darker the rectangle, the lower the score on that item. (The dropdown menu can be used to have the rectangle size correspond to the score and the rectangle color corresponds to the time instead.)

In this example, students are struggling with problems such as 1.1.26, 1.3.50, and 1.2.13, which are all application problems.

Like the *Bar Chart* view, the *Tree Map* view gives a clear snapshot of the areas in which students are struggling so an instructor can adjust instruction as needed.

## Mastery

Utilize the Mastery Report to determine the percentage of students who have mastered a specific objective. From the **Reporting Dashboard**, select the **Menu** tab and choose the **Reports** link. Choose **Mastery**.



Add filters to narrow down the course(s) you are interested in examining, and use the pagination tools in the upper right of the screen to find the objectives of interest.

## Summary of Reporting Dashboard tools

Tool	Summary
Overall Scores Average and Distribution	Real-time overall average of selected sections of a course as well as the overall averages of the selected individual sections on a single screen
Assignment Score and Time Spent	Average score of an assignment as well as the time spent on the assignment displayed either by assignment or by student
Assignment Results Score Distribution	Average score and the overall score distribution for selected assignments for selected course sections
Item Analysis	Average score on individual questions in an assignment as well as the time spent on the individual questions
Mastery	Percentage of students from selected sections who have mastered any given learning objective

# MODULE 8: Utilizing the Communication Features within your MyLab Course

## LEARNING OUTCOME

This module provides several best practices and strategies for communicating with your students throughout your course.

<b>SECTION 8.1: COMMUNICATE ONLINE WITH STUDENTS THROUGHOUT THE TERM</b>	<b>120</b>
EMAIL STUDENTS FROM WITHIN THE COURSE.	120
INITIATE WEB-BASED COMMUNICATION WITH CHAT & CLASSLIVE	120
ENCOURAGE PEER-TO-PEER COMMUNICATION WITH THREADED DISCUSSIONS.	121
UPLOAD FILES TO DOCUMENT SHARING THAT YOU WISH TO SHARE WITH STUDENTS.	122



## SECTION 8.1: COMMUNICATE ONLINE WITH STUDENTS THROUGHOUT THE TERM

### Email students from within the course.

Use the internal email feature to message your students directly within your NCCERconnect course. You can choose to send a message to one, some, or all students and include attachments if desired.

Additionally, any announcement that you create within your NCCERconnect can be emailed automatically to your students in addition to posting to the Course Home page.

#### **NCCERconnect Quick Steps to Emailing Your Students**

From inside your Course > Course Home (drop open triangle to the left) > Communication Tools > Email > Send Message

For more detailed information on this process, [click here](#) to be directed to in-product help.

### Initiate Web-based communication with Chat & ClassLive

You can lead a classroom discussion via Chat or ClassLive with your students. With Chat, you can type messages to your students and they can respond to you or any other student who joins the room. ClassLive is an interactive chat tool that enables you to not only chat with your students but also use a whiteboard, share a software application, send/receive graphed or plotted equations, and participate in synchronous chat sessions.

#### **NCCERconnect Quick Steps to Utilizing Chat or ClassLive**

From inside your Course > Course Home (drop open triangle to the left) > Communication Tools > Chat & ClassLive

For more detailed information on Chat, [click here](#).

For more detailed information on ClassLive, [click here](#).

## **Encourage peer-to-peer communication with threaded discussions.**

Discussions allow your students to share ideas with you and to each other. You can create your own discussion topics and/or utilize the pre-loaded discussions set up in module folders under the Discussion tab in your course menu. Your students can respond to the topic as well to as each other's posts from within each discussion topic. Discussions can also be referred to as threaded discussions, since your students' lively responses form an intertwined thread.

You have the ability to hide topics from students at any time and can choose to hide all responses from students until they post their own response (i.e., students can't see others' work until posting).

Unlike the Live Chat and ClassLive online classroom, discussions are asynchronous. Students do not have to participate at the same time; instead, they add threads to the discussion at a time that works for them.

### **NCCERconnect Quick Steps to Discussion Threads**

From inside your Course > Course Home (drop open triangle to the left) > Discussion Board > Right-hand modify button > Manage > Add Topic > Add any content necessary (title, body of the thread, video/photo/web link if you choose, attachments) > Add Topic

For more detailed information on this process, [click here](#) to be directed to in-product help.

## **Upload files to Document Sharing that you wish to share with students.**

You and your students can share documents by uploading them with Document Sharing. Your students will be able to download the documents you have uploaded and to upload their own documents. You can organize the documents you and your students share by setting up categories to store the uploaded documents. You can view the names/dates/times of the downloads for each document by clicking the number in the Downloads column.

NOTE: Make sure that you create categories before uploading documents, as you will not be able to transfer documents from one category to another after the upload is complete.

### **NCCERconnect Quick Steps to Document Sharing**

From inside your Course > Course Home (drop open triangle to the left) > Document Sharing > then...

*If you choose to add a category ...*

Add Category > Name > Add Category or Save and Add Another Category > Select Category > Upload Document > Select File > Choose file > Upload Document

*If you choose to do a basic upload...*

Upload Document > Select File > Choose file > Upload Document

For more detailed information on this process, [click here](#) to be directed to in-product help.

# MODULE 9: PREPARING AND MANAGING YOUR TRANSITION TO A NEW TERM

## LEARNING OUTCOME

This module provides best practices for your transition from one term to another. Whether you are using the same book or a new edition, this module will provide the recommended strategies.

<b>SECTION 9.1: TIE UP LOOSE ENDS ON COURSES THAT ARE ENDING</b>	<b>124</b>
REVIEW PARAMETERS FOR MAXIMUM COURSE DURATION AND EXPIRATION.	124
CREATE A PERMANENT RECORD OF YOUR CURRENT COURSE(S') GRADES.	124
<b>SECTION 9.2: COPY A COURSE FROM A PREVIOUS TERM USING THE SAME COURSE MATERIALS</b>	<b>125</b>
REVIEW WHAT ADJUSTMENTS NEED TO BE MADE TO THE COPIED COURSE FOR THE NEW TERM.	125
MAKE A COPY OF AN EXISTING COURSE.	125
<b>SECTION 9.3: UPDATE TO A NEW EDITION OF THE SAME TITLE</b>	<b>126</b>
CREATE A NEW COURSE FOR THE NEW EDITION.	126
IMPORT ASSIGNMENTS FROM OLDER-EDITION COURSE INTO THE NEW COURSE.	128
<b>SECTION 9.4: KEEP YOUR COURSES LIST MANAGEABLE</b>	<b>129</b>
DELETE UNNEEDED COURSES FROM YOUR ACCOUNT.	129
REORDER/HIDE COURSES FROM YOUR ACCOUNT COURSES LIST.	129

## SECTION 9.1: TIE UP LOOSE ENDS ON COURSES THAT ARE ENDING

### **Review parameters for maximum course duration and expiration.**

An hourglass icon next to your course title in the courses list indicates the course is about to end. At this time, you have two options:

1. If the course is still in use by registered students, you can extend the course end date up to a maximum of 24 months from the course creation date. Once the 24 months are up, the course enters a 3-month retirement (inactive) phase, after which it is removed from the system. If you have courses in the retirement process, you will receive three consecutive email reminders, including instructions on how to preserve or export your course materials.
2. If the course has ended and there are no active student users, you do not need to take any action. The course will automatically start the 3-month retirement phase 24 months after the course creation date.

### **NCCERconnect Quick Steps to Extending a Course End Date**

From your Pearson Dashboard > Details (to the right of the course name) > Edit Course > Make adjustments > Save

### **Create a permanent record of your current course(s') grades.**

It is a good idea before your course ends to run an Advanced Export of your Gradebook so that you have a permanent record of your grades from the current term in a file you can save to your local hard drive. Not only is this a good best practice for recordkeeping purposes, it also allows you to run some analytics on data captured during the current term to inform changes you may want to make for next term.

### **NCCERconnect Quick Steps to Exporting Your Gradebook**

From inside your Course > Instructor Tools > Gradebook > Export Data > Advanced Export > Name your export > Choose your export type > Select any other necessary items > Submit Request

For more detailed information on this process, [click here](#) to be directed to our in-product help.

## SECTION 9.2: COPY A COURSE FROM A PREVIOUS TERM USING THE SAME COURSE MATERIALS

**Review what adjustments need to be made to the copied course for the new term.**

You may want to create your own “New Course Checklist” to help keep track of key changes you want to make from term to term. It is helpful to have a copy of current courses for instructor use only (not for student enrollment), so that you can easily modify settings or add content as you think of it. Then your course will be ready to go. Now that you have decided what you want to include in your new course and how you want to organize it, it is time to set up your course for next term.

**Make a copy of an existing course.**

You can copy a standard course from your course list or from another instructor. Log in to your instructor account and, on the Courses page, click Create/Copy Course. On the Create or Copy a Course page, select Copy a Course. If you are copying one of your existing courses, select the course from the dropdown list.

### **NCCERconnect Quick Steps to Copying an Existing Course**

From your Pearson Dashboard > Create/Copy Course > Copy a Course > Copy one of your existing Courses > Select your course from the dropdown > Go > Enter the requested course information > Create Course Now

**NOTE:** If you used a Coordinator/Member Course setup, you do NOT want to copy the Coordinator course. You want to copy a MEMBER section and then promote it to Coordinator once you have all of your changes/edits made.

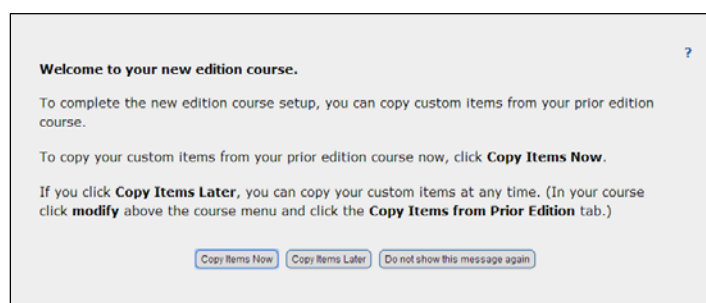
## SECTION 9.3: UPDATE TO A NEW EDITION OF THE SAME TITLE

When your NCCER text goes into a new edition, you will want to update your NCCERconnect course to reflect the new content and features. Following the steps outlined in this lesson will ensure that you not only get the new content and features but also have the option to import your previous edition assignments as well as bring over any course customizations.

**Create a new course for the new edition.**

### NCCERconnect Quick Steps to Creating a Course for a New Edition of your Text

From inside your current or “old edition” course > Instructor Tools > Assignment Manager > More Assignment Tools dropdown > Change Assignment Settings > Select the box for Allow Import for any assignments that you wish to import into your new course > Update > OK > Click Courses to return to your Pearson Dashboard and the Course listing > Find your Course > Click the New Edition Available link below your Course ID > Read the information provided and click Continue > Choose the title you want for your course from the listing > Select Course Materials > Enter your new course information > Create Course Now



For more detailed information on this process, [click here](#) to be directed to in-product support.



## COURSE CUSTOMIZATIONS

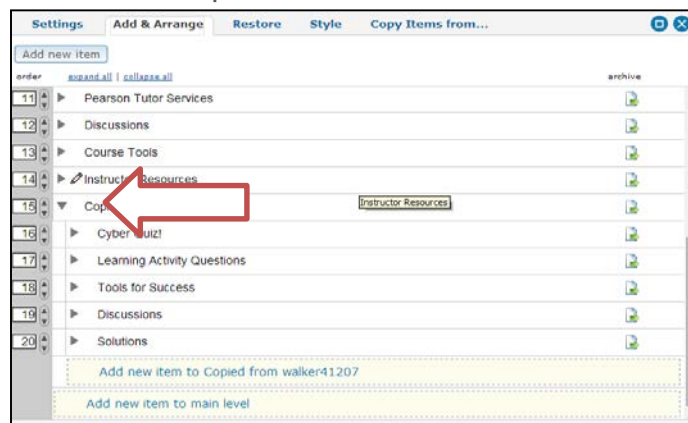
If you have specific course customizations, you're going to want to copy these items over into your new course. It will save you time as you set up your new course and allow you to bring those custom items that positively affected student success into your new program. Some examples of course customizations include:

- Documents uploaded to Document Sharing that you want to continue to use in your new term
- Discussions in the Discussion Board that you would like to re-purpose or re-use for the new term
- Customized threaded discussions in the course menu
- Custom content "pages" or "buttons" such as Course Syllabus or Introduction/Review pages
- Custom uploaded content such as your Course Syllabus, Course PDFs, etc.
- Custom linked content like links to videos, Course pages, or Course-related websites that you would like to use again in the new term

If you choose to copy your items now, you'll be taken to your Course menu. (If not, you can always return to the following steps later.) To update your new-edition Course NOW, check the boxes next to the items you would like to bring in to your new Course and click "Next."

Confirm the items you want to copy and you'll be given your copy ID. It is typically a very quick process, but please allow 1 hour to 1 business day for your content to appear.

Once your copy has completed, you'll see a new content area (hidden from students) with your copied content. You'll need to navigate back to your Course menu to move this content into place.



## **Import assignments from older-edition course into the new course.**

Importing assignments that had a measureable impact on your students from previous courses is a great way to easily customize your new NCCERconnect course with effective assignments.

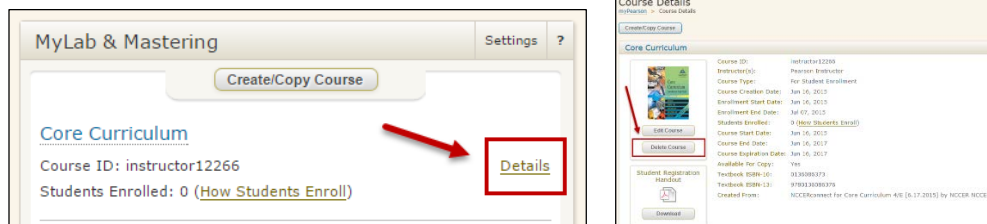
### **NCCERconnect Quick Steps to Importing Assignments from an Older-Edition Course to a New Course**

From inside your new-edition Course > Instructor Tools > Assignment Manager > Import/Copy Assignments from another Course > Choose the option for importing (most common is assignments from my courses for this book) > Select the Course from the dropdown menu > Next > Use the boxes to the left of the assignment name to select items for importing > At the confirmation page, hit OK

## SECTION 9.4: KEEP YOUR COURSES LIST MANAGEABLE

### Delete unneeded courses from your account.

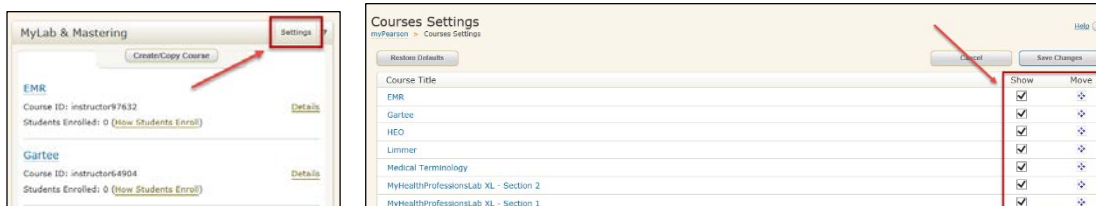
Deleting unnecessary courses keeps your dashboard clean and organized. You can delete right from your Pearson Dashboard.



### NCCERconnect Quick Steps to Deleting Unneeded Courses from your Account

From your Pearson Dashboard > Click Details (to the right of the course name) > Delete Course (under book image) > Delete > Click My Pearson to go back to your Dashboard

### Reorder/hide courses from your Account Courses list.



You can choose to reorder or hide Courses and sections by using the Account Settings editor. This can be done for coordinator courses as well by clicking on the arrow next to the coordinator course.

### NCCERconnect Quick Steps to Re-ordering/Hiding Courses

From your Pearson Dashboard > Settings (at the top right of the course list column) > Click the Move icon to drag and drop courses > Unclick the box in the Show column to hide any courses > Save Changes > My Pearson to go back to your Dashboard

# THANK YOU

*for choosing*

Pearson / NCCER

*and*

# GOOD LUCK

with your

NCCERconnect course!