Canvas MyLab & Mastering Kiosk Configuration Guide for System Administrators and Instructors

This document details the configuration necessary to enable the Pearson MyLab & Mastering solution within the Canvas Learning Management System. It contains the following sections:

1. Requesting Pearson MyLab & Mastering External Tool Credentials
   *The process to request the Consumer Key and Secret for the MyLab & Mastering tool configuration*

2. Configuring the Pearson MyLab & Mastering External Tool at the Canvas Instance Level
   *The step-by-step process to configure the necessary Pearson MyLab & Mastering tools within the Canvas Learning Management System at the instance/system level*

3. Enabling the Pearson MyLab & Mastering Tool at the Course Level
   *The steps instructors will use to enable the Pearson MyLab & Mastering tool within their course*
SECTION 1: Requesting Pearson MyLab & Mastering Credentials

This section details the process to request the Consumer Key and Secret for the Pearson MyLab & Mastering external tool configuration. A single set of credentials is requested per Canvas installation. These should be requested by the Canvas system administrator who will be configuring the Pearson MyLab & Mastering External Tool.

Role required to perform this step: Canvas System Administrator

Credential Request

1. Navigate to the following URL:

2. Enter the following data into the request form:
   - Your Institution
   - Installation Type (Select Production, Testing/, or Other)
   - Email Address
   - First Name
   - Last Name
   - Phone Number (Optional)
   - Job Title (Optional)

3. Enter the verification text presented by reCaptcha.

4. Click Submit.

5. A confirmation page displays, which includes the Consumer Key and Consumer Secret generated for your institution. A secure email message containing this configuration information will also be sent to the email address you provided. You will be prompted to create an account with Pearson's secure email provider, Sendinc, to access the email message containing these credentials.
SECTION 2: Configuring the Pearson MyLab & Mastering External App at the Canvas Instance/System Level

This section details the step-by-step process to configure the necessary Pearson MyLab & Mastering tools within the Canvas Learning Management System at the instance/system level.

Role required to perform this step: Canvas System Administrator

Configuration

1. Navigate to the Canvas Managed Account view for the institution.
2. Click Settings.
3. Click Apps - View App Center.
4. Browse or Search for the Pearson MyLab and Mastering App
5. Click the Pearson icon.
6. If you have not already requested your Pearson credentials (see Section 1), click the link in the App Center to retrieve your key and secret from Pearson.
7. Click Add Tool in the App Center listing for the Pearson MyLab & Mastering App.
8. Enter the Consumer Key and Shared Secret.
9. Click Submit.
SECTION 3: Enabling the Pearson MyLab & Mastering Tool at the Course level

This section details the steps instructors will use to enable the Pearson MyLab & Mastering tool within their course.

**Role required to perform this step:** Instructor

1. Log into Canvas as an Instructor.
2. Navigate to the desired course.
3. Click **Settings** in the left-hand navigation area of the course.
4. Click the **Navigation** tab.
5. Drag the MyLab/Mastering tool from the "Drag items here to hide them from students" section to the desired position in the Course Navigation list.
6. Click the **Save** Button.