

Blackboardlearn⁺

*Blackboard Learn Release 9.1, SP12 & above
Pearson's MyLab and Mastering Building
Block
Version 3.0
Administrator Guide*



Blackboard

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About Pearson's MyLab and Mastering Platforms

Pearson's MyLab and Mastering online learning products deliver customizable content and highly personalized study paths, responsive learning tools, and real-time evaluation and diagnostics. MyLab and Mastering products give educators the ability to move each student toward the moment that matters most --the moment of true understanding and learning.

About the MyLab and Mastering Building Block Integration

The building block provides single sign-on between Blackboard Learn 9.1 SP6+ and Pearson's MyLab and Mastering platforms (see Note). Using this integration instructors can provide direct links to MyLab and Mastering for their students and can transfer student grades back into the Blackboard Learn Grade Center.

Note:

Pearson has a similar platform called MyLabsPlus. This integration does not support MyLabsPlus. If you are interested in an integration between Blackboard Learn and MyLabsPlus you will need to install the MyLabsPlus Building Block. The MyLabs Plus Building Block is available directly from Pearson.

Pearson's MyLab and Mastering Building Block is available now on Behind the Blackboard for U.S. and Canada higher education institutions that license Blackboard Learn 9.1, Service Pack 6 and higher.

Configuring the Pearson's MyLab and Mastering Building Block

The Pearson MyLab and Mastering Building Block must be installed and enabled for use in courses. Download and install the MyLab and Mastering Building Block using the same process used for other Building Blocks. You can find the Building Block on Behind the Blackboard and in the Extensions Catalog.

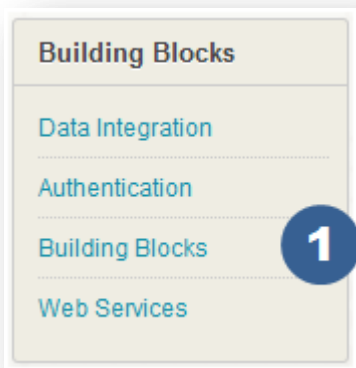
When installed, the MyLab and Mastering Building Block will default to **Inactive** in the **Availability** column and **Unavailable** in the **Course/Org Default** column.

Configuring and Registering the MyLab and Mastering Building Block

Follow these steps to configure and register the MyLab and Mastering Building Block:

Make the Building Block Available:

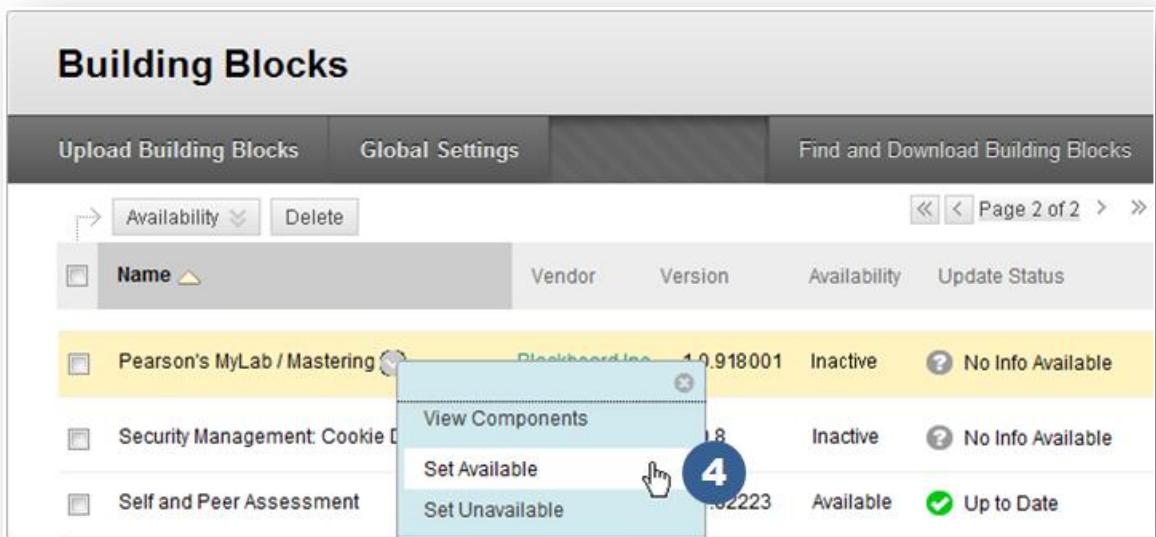
1. From the Administrator Panel, click **Building Blocks**.



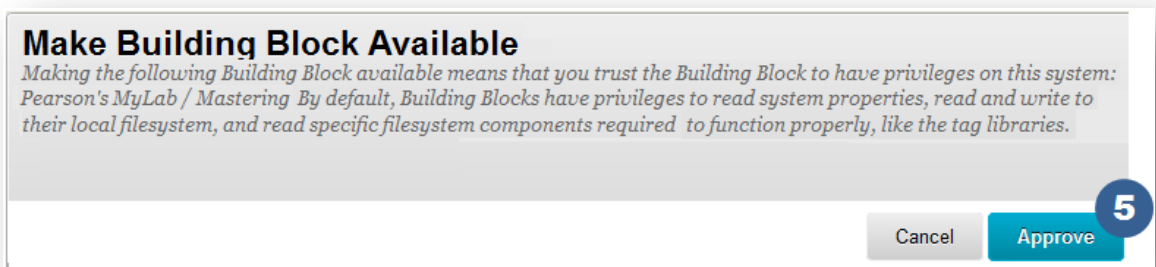
2. Click **Installed Tools**.



3. Locate the Pearson's MyLab and Mastering Building Block.
4. Select **Set Available** from the MyLab and Mastering Building Block contextual menu. (The down arrow for the contextual menu will appear when you hover over the name of the building block.)



5. On the **Make Building Block Available** page, click **Approve**. A confirmation of success will appear above your list of Building Blocks when complete.

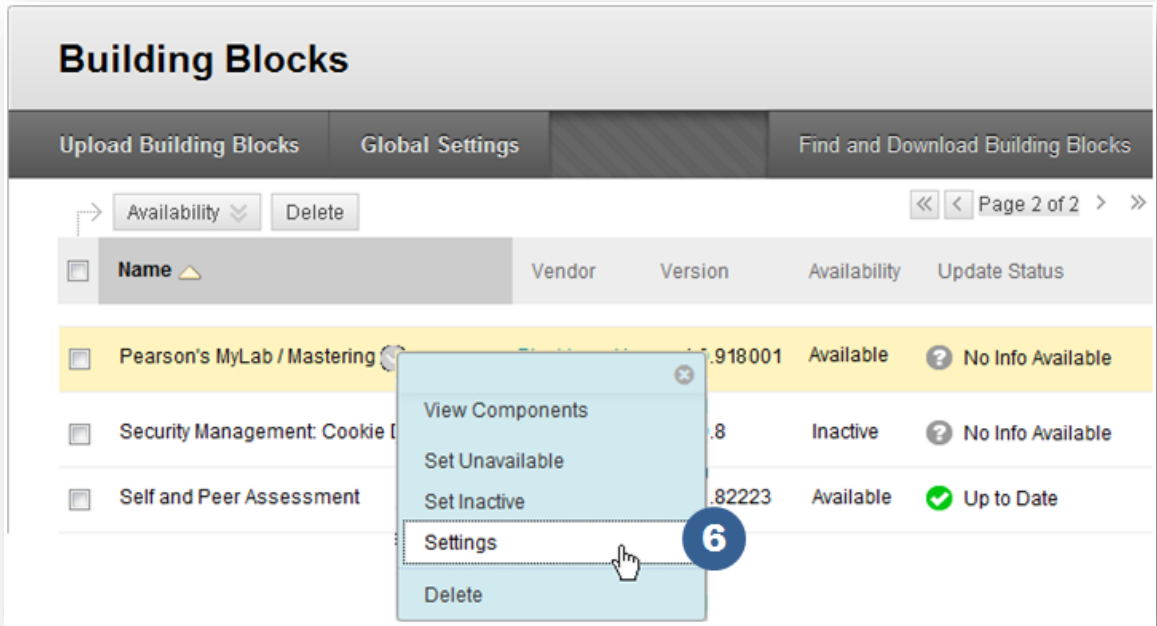


Success: Pearson's MyLab / Mastering has been made 'Available' to the system and will display in courses and organizations. The default availability of this building block's tools within courses and organizations is controlled by the settings in the Tools page.

Configure and Register MyLab and Mastering Building Block:

6. Locate the **MyLab and Mastering Building Block** and click **Settings** from the contextual menu.

Note: The Blackboard Learn server time must be accurate to plus or minus five minutes of UTC (Coordinated Universal Time), or the links between Blackboard Learn and Pearson MyLab and Mastering will fail.



7. In the Pearson Configuration section, click the **'Register to acquire a consumer key and shared secret for this installation'** link.

2. Pearson Configuration

[Click here to obtain a consumer key and shared secret for this installation.](#)

Pearson URL	<input type="text" value="http://tpi.bb.pearsoncmg.com/api"/>
Consumer Key	<input type="text"/>
Consumer Secret	<input type="text"/>
Pearson Grades Integration URL	<input type="text" value="https://integrations.pearson.com"/>

8. On the **MyLab and Mastering Institution Setup Request** page, enter your institution and contact information and click **Submit**. You will be emailed a Consumer Key and Secret for the MyLab and Mastering Building Block for your institution via a secured site.

MyLab / Mastering

Institution Setup Request 8

For Blackboard integration with Pearson's MyLab / Mastering

Complete the form below to submit your institution setup request. A secure email message will follow containing the information necessary to complete the configuration of the Building Block.

Please submit separate requests with a distinct institution name for each Blackboard instance where you will be installing the Building Block. For example, if you are installing the Building Block on a test and production server please submit two requests using *My Institution Test* and *My Institution* as your institution names.

* Indicates required field

Your Institution *

Email Address *

 First Name *

 Last Name *

Phone Number

 Job Title

9. Upon receiving the information, enter (or cut and paste) the **Consumer Key** and **Consumer Secret** in the fields on the MyLab and Mastering Building Block Settings page.

2. Pearson Configuration

[Click here to obtain a consumer key and shared secret for this installation.](#)

Pearson URL	<input type="text" value="http://tpi.bb.pearsoncmg.com/api"/>
Consumer Key	<input type="text" value="<Your Institution's Consumer Key goes here>"/>
Consumer Secret	<input type="text" value="<Your Institution's Consumer Secret goes here>"/>
Pearson Grades Integration URL	<input type="text" value="https://integrations.pearson.com"/>

NOTE: If your institution has **multiple Blackboard instances** (e.g., different production, test or staging Blackboard environments), each Blackboard instance will require a **unique set of Consumer Key and Consumer Secret**. **Do not** use the same **Consumer Key** and **Consumer Secret** on multiple Blackboard instances as this will cause data synchronization issues.

10. In the **Local System Information** fields, enter values for your service as follows:

3. Local System Information

10

Installation Type
 PRODUCTION
 STAGING
 TEST

Indicate the type of this installation.

Show User Acknowledgment Message
 Yes
 No

Select Yes to warn users that they are crossing to an external site after they click a MyLab / Mastering component. Users can opt to discontinue the display of this warning.

Message Text

Text longer than the 256-character limit will be truncated.

Installation Type: Identifies the type of installation for this instance of Blackboard Learn as **Production**, **Staging**, or **Test**. The **Installation Type** defaults to **Production**. However, it is important that you select the appropriate **Installation Type** so that your

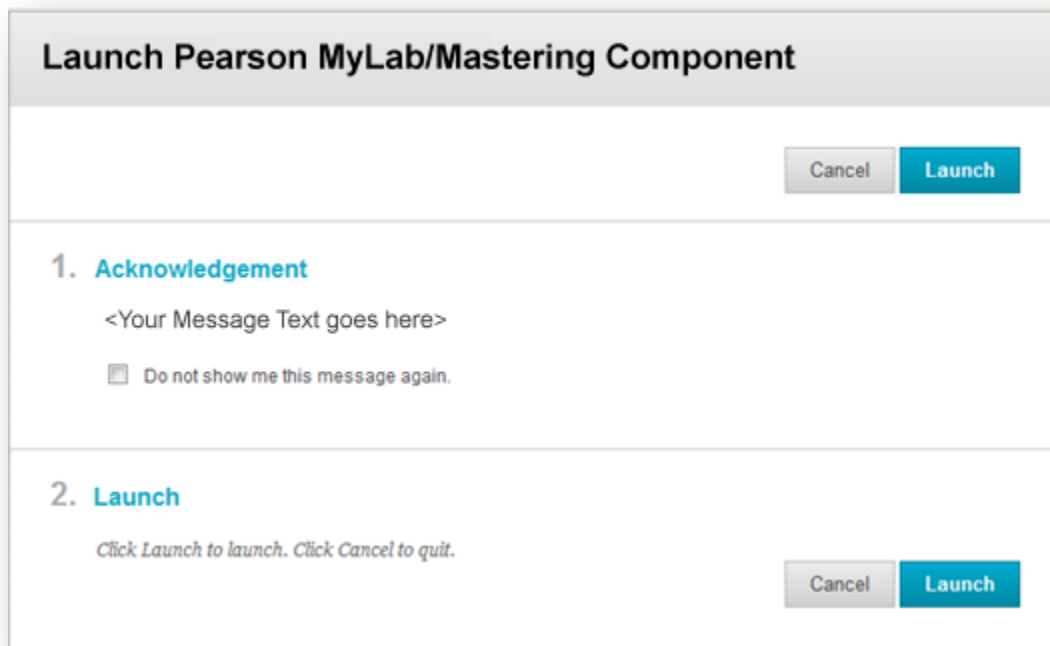
Blackboard support teams can accurately identify your Blackboard instance and provide the correct level of support.

Show User Acknowledgement Message:

Select **Yes** to pop up your message each time a user clicks a MyLab and Mastering link notifying them that they are accessing a link outside of Blackboard Learn. A checkbox accompanies the notification, allowing users to hide the message for future access into MyLab and Mastering.

Select **No** to prevent the Acknowledgement screen from displaying.

Message Text: If **Show User Acknowledgement Message** is selected as **Yes**, the administrator **must** include a customized message which will be included on the Acknowledgement screen shown below.



Launch Pearson MyLab/Mastering Component

Cancel Launch

1. Acknowledgement

<Your Message Text goes here>

Do not show me this message again.

2. Launch

Click Launch to launch. Click Cancel to quit.

Cancel Launch

11. Under the **Grades Integration** section, configure the automated grade synchronization task for the MyLab and Mastering integration.

4. Grade Integration

Select Grade Update Frequency minutes
Update interval in minutes

Last Checked Monday, 30 December, 2013 1:04:48 AM EST from apcstg-313871-200506-app01
Date and time of the last communication with the Pearson servers

Last Updated Monday, 30 December, 2013 1:12:19 AM EST
Date and time of the last update received from the Pearson servers reflecting user activity

Grade Integration

Select Grade Update Frequency: Select the frequency (in minutes) for the Automated Grade Synchronization task to run. The available frequency values are 60, 90, 120 and 240 minutes. Select Never to disable the automated task. Please note that instructors will still be able to update their grades via the Pearson’s MyLab and Mastering Tools page.

Last Checked: Displays a timestamp representing the last date/time the grade synchronization looked for updates from Pearson.

Last Updated: Displays a timestamp representing the last date/time the grade synchronization successfully completed.

Run Now: Click this button to manually trigger the grade synchronization task.

- Under the **Blackboard Course Roles Mapping** section, map Blackboard course roles with MyLab and Mastering roles.

5. Blackboard Course Roles Mapping

Course Roles to Select *Select one or more Blackboard roles from those listed below to be allowed to have Instructor privileges in Pearson’s MyLab and Mastering.*

Student Roles	Instructor Roles
<ul style="list-style-type: none"> Cert Student UBC ISS Student Course Builder Grader Guest Cert Instructor 	<ul style="list-style-type: none"> Instructor Teaching Assistant
<input type="button" value="Invert Selection"/> <input type="button" value="Select All"/>	<input type="button" value="Invert Selection"/> <input type="button" value="Select All"/>

Instructor Roles: Select all Blackboard courses roles which should be given instructor privileges in Pearson MyLab and Mastering courses linked to Blackboard Learn courses. The **Instructor** role is selected by default, but if there are additional roles, such as Teaching Assistant or Grader which should also have those privileges, select them here.

- Under the **Debug Logging Level** section, select a duration and click **Start** to enable debug logging for the Building Block.

6. Debug Logging Level

Enable Detailed Logging

Not Enabled

Select a period for which detailed logging will be enabled. Detailed logging will revert to Not Enabled after the selected period to maintain system performance.

14. Click **Submit** to save all changes.

7. Submit

Click Submit to proceed. Click Cancel to quit.

If you receive a **Configuration saved successfully** inline success receipt on the Building Blocks page, the Building Block was installed and configured successfully. The Registration Status will change to **OK** in the Pearson's MyLab and Mastering Building Block settings page.

If you receive an **Invalid Configuration** inline error receipt, look at the **Message** field in the **Registration Status** section for details. If the registration still fails after making the appropriate changes based on the error message, open a ticket on Behind the Blackboard.

NOTE:

- The Blackboard Learn server time must be accurate to plus or minus five minutes of UTC (Coordinated Universal Time), or the links between Blackboard Learn and MyLab and Mastering will fail.
- If your school's installation of Blackboard Learn is behind a firewall and the Building Block registration fails due to a connection timeout, open the following hostname and ports on the firewall to permit communication between MyLab and Mastering and Blackboard Learn:
 - **Hostname:** tpi.bb.pearsoncmg.com/api
 - **Ports:** 80 and 443
- Refer to the **Pearson's MyLab and Mastering Building Block Release Notes** on Behind the Blackboard for details on the integration, correct Building Block package for your Blackboard Service Pack and, open and resolved issues.

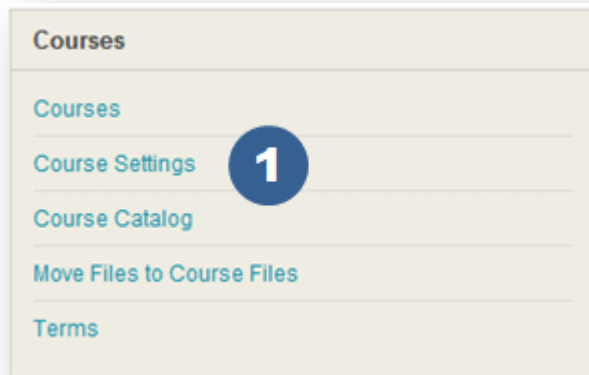
Upgrading Pearson's MyLab and Mastering Building Block

- As a best practice, when **upgrading** the Pearson MyLab and Mastering Building block to a new version, always **delete** the old version of the Building Block before installing the new version. The existing Pearson MyLab and Mastering configuration and settings will not be removed if you delete the old Building Block and install the new version; in fact they will be retained in the database and re-appear once the new version is installed.

Managing MyLab and Mastering for all Courses and Organizations

Follow these steps to manage the MyLab and Mastering Building Block in the Course or Organization Tools area.

1. From the Administrator Panel, under **Courses**, click **Course Settings** or, to enable in Organizations, under **Organizations**, click **Organization Settings**.



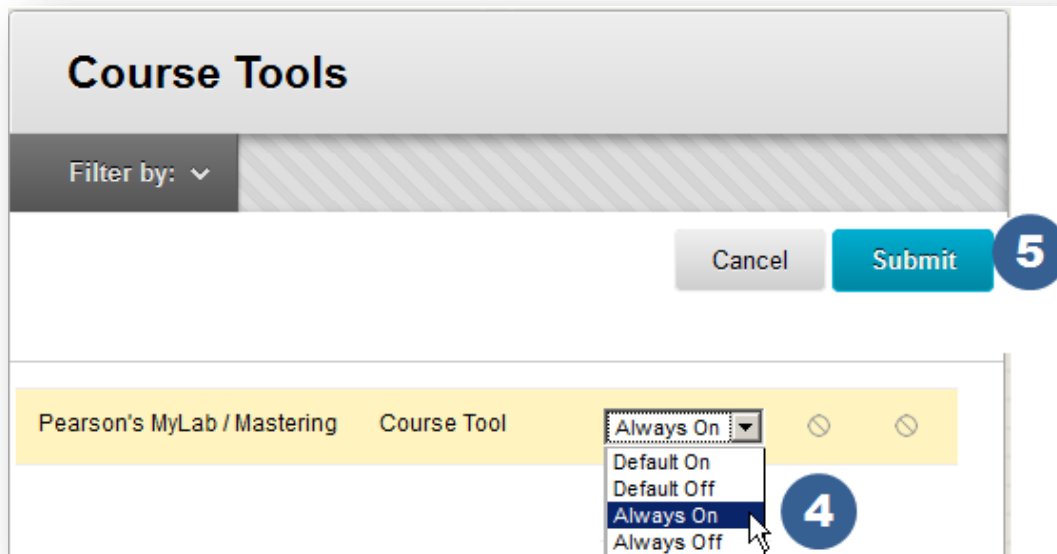
2. Click **Course Tools**. If enabling for Organizations, click **Organization Tools**.



3. Filter by **Available Tools**.



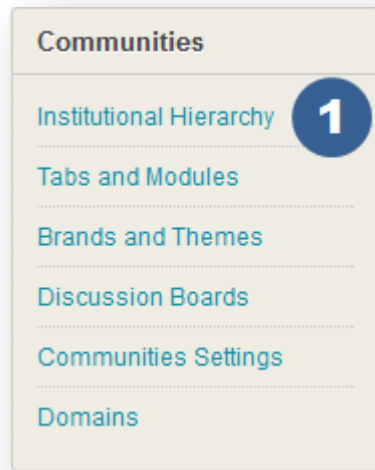
4. Locate **MyLab and Mastering** in the list and select Default On for the Availability Default.
NOTE: The features of MyLab and Mastering course tools are not available to guests or observers.
5. Click **Submit**.



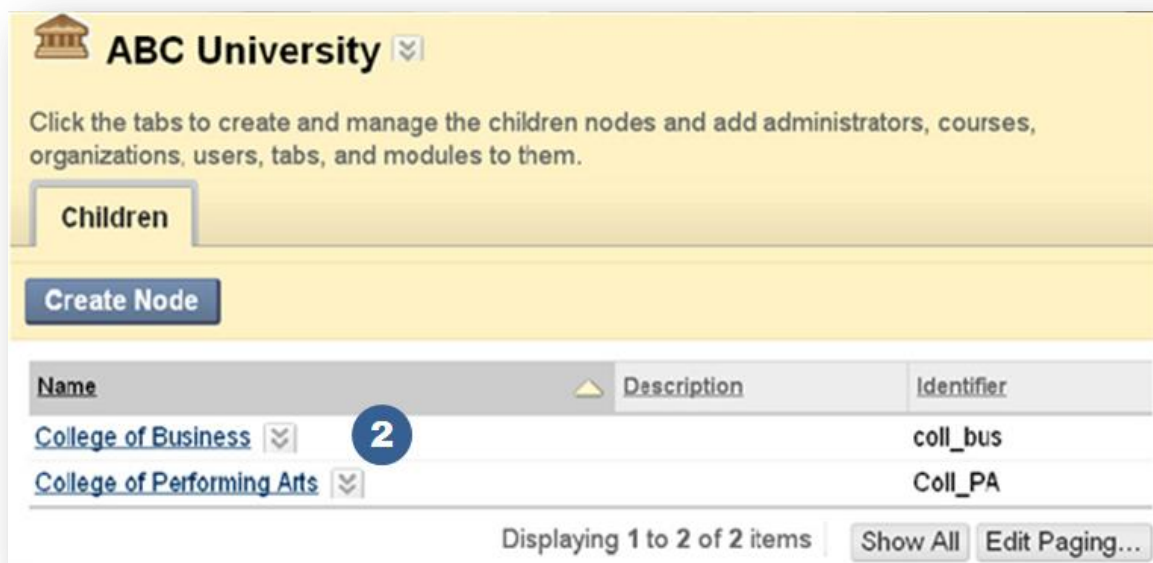
Institutional Hierarchy – Community Engagement License Only

Follow these steps in Blackboard Learn 9.1 to manage the Pearson MyLab and Mastering tools for different nodes in the Institutional Hierarchy (available only for Blackboard Learn environments with Community Engagement license).

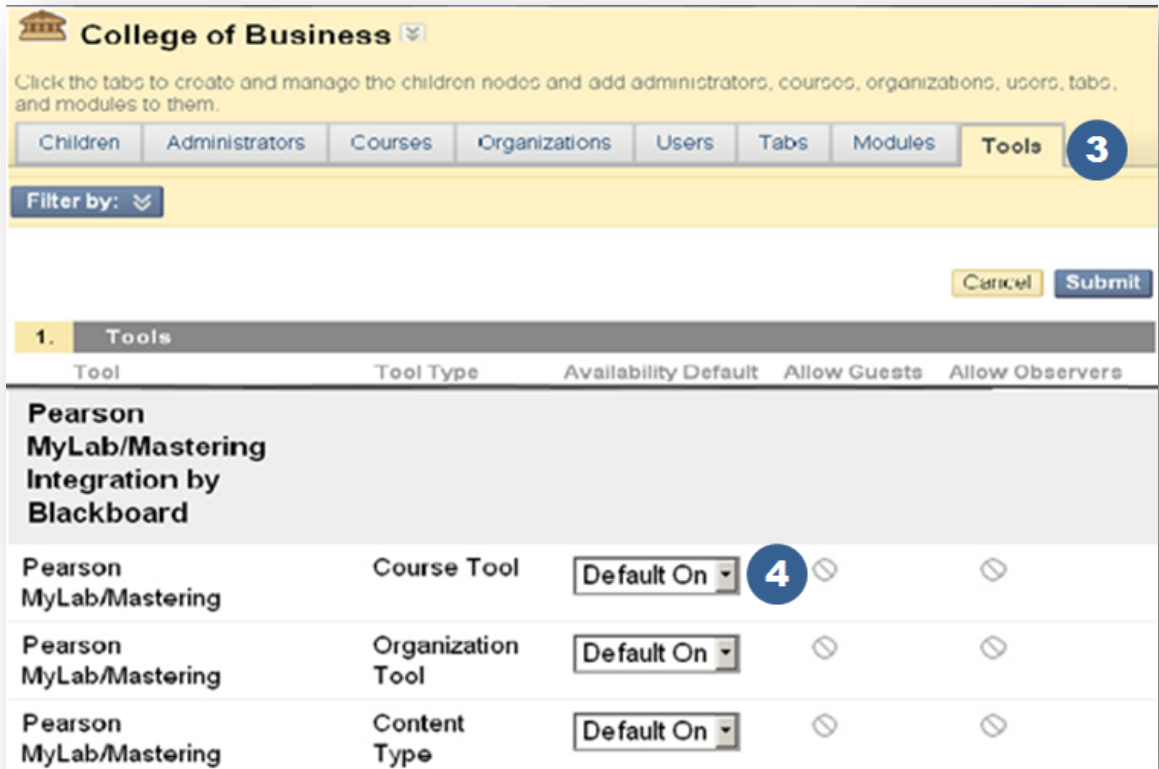
1. From the Administrator's Panel under Communities, click **Institutional Hierarchy**.



2. Click the name of the **Node** in which you want to edit the Pearson MyLab and Mastering tools.



- Click the **Tools** tab and locate the Pearson MyLab and Mastering tools.



The screenshot shows the Blackboard interface for the College of Business. The 'Tools' tab is selected and highlighted with a blue circle containing the number 3. Below the navigation tabs, there is a 'Filter by:' dropdown and 'Cancel' and 'Submit' buttons. A table lists the tools with columns for Tool, Tool Type, Availability Default, Allow Guests, and Allow Observers. The first tool, 'Pearson MyLab/Mastering Integration by Blackboard', is expanded to show three rows. The first row, 'Pearson MyLab/Mastering' (Course Tool), has its 'Availability Default' dropdown menu open, showing 'Default On' selected, and is highlighted with a blue circle containing the number 4. The other two rows, 'Pearson MyLab/Mastering' (Organization Tool) and 'Pearson MyLab/Mastering' (Content Type), also show 'Default On' in their 'Availability Default' dropdowns.

Tool	Tool Type	Availability Default	Allow Guests	Allow Observers
Pearson MyLab/Mastering Integration by Blackboard				
Pearson MyLab/Mastering	Course Tool	Default On	<input type="checkbox"/>	<input type="checkbox"/>
Pearson MyLab/Mastering	Organization Tool	Default On	<input type="checkbox"/>	<input type="checkbox"/>
Pearson MyLab/Mastering	Content Type	Default On	<input type="checkbox"/>	<input type="checkbox"/>

- Change the Availability Default in the drop-down menu for the MyLab and Mastering tools.
- Click **Submit**.

NOTES:

- The full features of Pearson MyLab and Mastering course tools are not available to guests or observers.
- After the “Availability Default” is set to “Default On,” the tool should now be available by default in all new Courses and Organizations created after the tool setting was changed. When the “Availability Default” is set to “Always On”, the tool should be available in all Courses and Organizations – new and old. This setting can be double-checked by accessing the Course and Organization Tools areas.

Removing Access to the MyLab and Mastering Building Block

To remove access to the MyLab and Mastering Building Block, change the Availability setting to **Inactive** on the **Building Blocks** page. This will remove all MyLab and Mastering features from Blackboard Learn. Grades transferred to the Grade Center are maintained. Links to MyLab and Mastering deployed inside courses will remain visible, but will not function.

To completely remove the MyLab and Mastering Building Block from Blackboard Learn, click the Delete button next to the Building Block name in the **Building Blocks** page

Setting the Availability to **Unavailable** is not recommended, as it will allow links inside courses to remain live.

Instructor and Student Access

Instructors and students will have access to Pearson MyLab and Mastering resources from within the Tools area of their courses.

Users whose accounts are not associated with their Pearson account will be prompted to associate them upon accessing any Pearson MyLab and Mastering component in their Blackboard course. They will need to follow instructions provided by Pearson MyLab and Mastering to associate their Blackboard and Pearson MyLab and Mastering accounts. Instructors will be able to associate their Blackboard course with a Pearson MyLab and Mastering course.

There will be some default support tools available to users even if their accounts/course is not associated with Pearson MyLab and Mastering. Upon association additional tools will be made available to users based on their roles.

Instructors will have the ability to set up Pearson MyLab and Mastering components in their Blackboard course content area. They will also have the ability to upload Pearson MyLab and Mastering grades into Bb using the gradebook file export feature in the Pearson products for all associated students. For Pearson MyLab and Mastering columns uploaded into the Grade Center, students can view the grade information in Blackboard from the My Grades view in the tools page.

Information Transmission Summary

The following table provides a summary of the information transmitted between your institution's Blackboard environment and the Pearson Education systems:

Category	Sent to Pearson	Received from Pearson
User Information	<p>Encrypted version of the user ID (external person key). Pearson does not have the ability to decrypt these identifiers.</p> <p>The SSL status of these links matches exactly that of the page where the link was placed. Please note that not all Pearson MyLab and Mastering sites support SSL throughout; the browsing experience may drop to plain HTTP at some points while visiting Pearson MyLab and Mastering.</p>	<p>Login ID of the associated Pearson MyLab and Mastering account.</p> <p>This information is always secured with Oauth during transmission and is only available to the student himself and the course instructor. The presentation of this information over SSL is dictated by the local configuration of Blackboard.</p>
Course Information	<p>Encrypted version of the course ID (external course key), course role is also sent. Pearson MyLab and Mastering does not have the ability to decrypt these identifiers. This course information is sent to Pearson when a user clicks on any Pearson MyLab and Mastering component within their Blackboard course.</p> <p>The SSL status of these links matches exactly that of the page where the link was placed.</p>	<p>Section ID of the associated Pearson MyLab and Mastering section.</p> <p>This information is always secured with Oauth during transmission and is only available to the student himself and the course instructor. The presentation of this information over SSL is dictated by the local configuration of Blackboard.</p>
Enrollment Information	<p>Normalized user roles based on the configuration in the building block settings page is sent. (User workflow for registration/enrollment in a Pearson MyLab and Mastering course is handled entirely by Pearson)</p>	<p>This information is always secured with Oauth during transmission and is only available to the student himself and the course instructor. The presentation of this information over SSL is dictated by the local configuration of Blackboard.</p>
Pearson MyLab and Mastering course tool links	<p>None</p>	<p>Metadata about available content, tool links etc (title, due date, placement type etc.)</p> <p>This information is always secured with Oauth during transmission and is only available to the student himself and the course instructor. The presentation of this information over SSL is dictated by the local configuration of Blackboard.</p>

Cookies and Privacy Information

For more information about Blackboard Learn, visit the Blackboard Privacy Center at <http://www.blackboard.com/privacy/>.

For more information about Pearson's Privacy Policy, visit <https://register.pearsoncmg.com/reg/include/license2.jsp>.