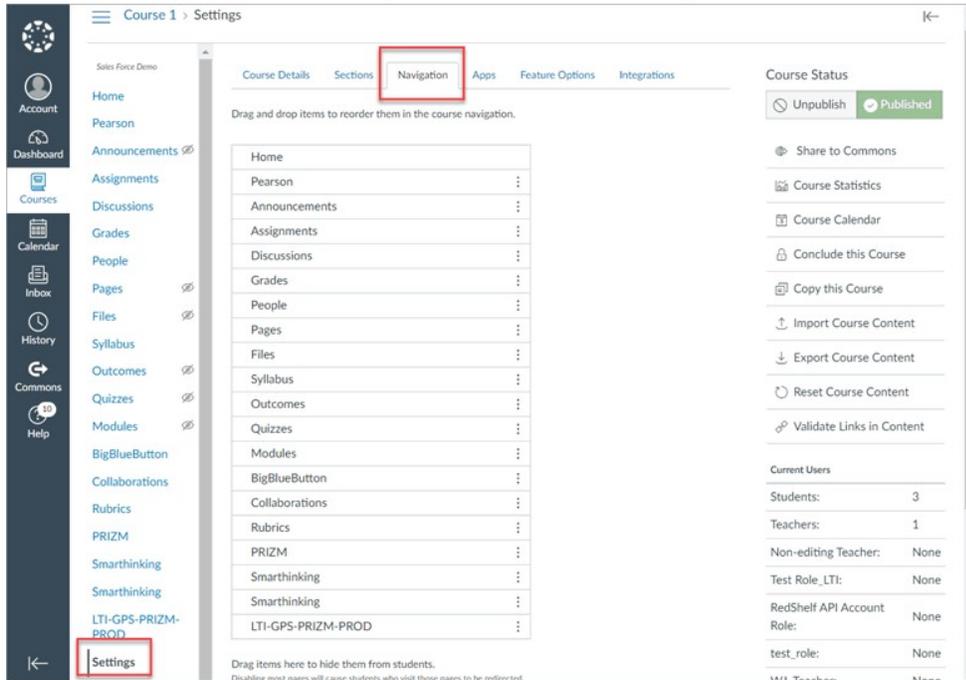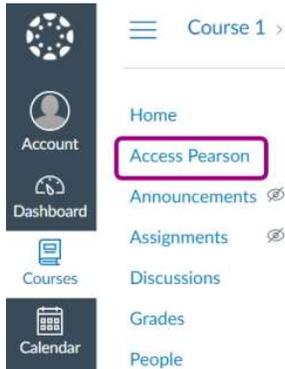## Step 1: Add the Access Pearson Link

1. Open your Canvas course
2. Select **Settings** in the left navigation. Then select **Navigation** tab.
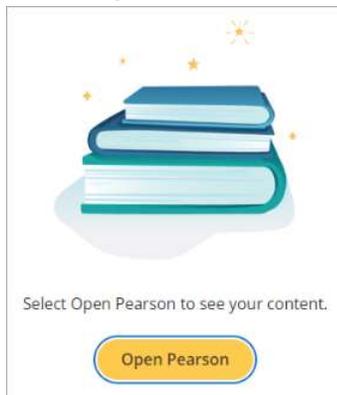

3. Drag **Access Pearson** (it will be towards the bottom) to the top of the Nav Bar
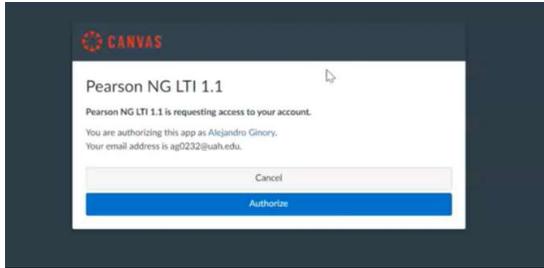4. Select **Save**

Step Two: Link Accounts & Pair Courses

1. Select **Access Pearson** from the left navigation bar
2. Select **Open Pearson**

3. Link Accounts (you will only have to do this once) and **sign in**

4. Choose **MyLab/Mastering**
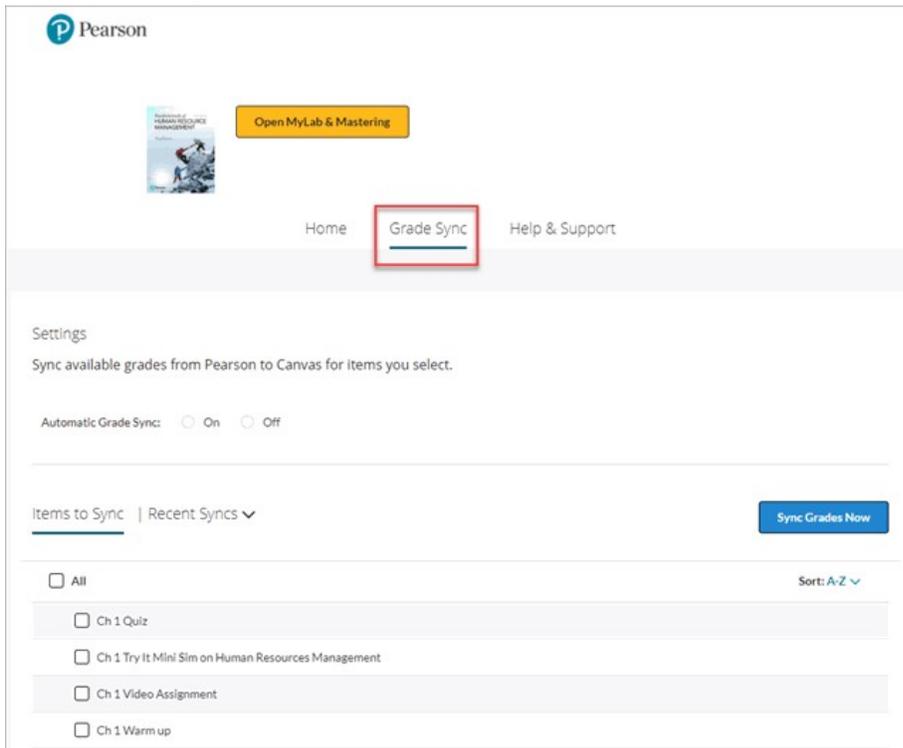5. Select **Authorize**

6. Click **Get Started**
7. Begin creating or copying your course

Step Three: Set Up Grade Sync – *Complete this step after setting up assignments & dates.

This will create all deep links in Canvas

1. Click **Access Pearson Home Page**, then **Open Pearson**
2. Select **Grade Sync**

3. To automatically sync grades as they become available, select **On** for **Automatic Grade Sync**. This doesn't sync past grades. (If **Off** is selected, MyLab and Mastering grades only sync to your LMS when you select **Sync Grades Now**.)

Regardless of whether automatic grade sync is turned on, use **Sync Grades Now** anytime to manually sync all existing grades, including grades available before you turned auto sync on.

4. Make selections to the Items to Sync list. You might need to wait up to 15 minutes after you set up grade sync to see these items.

5. Select **Sync Grades Now** to create links for any assignments and to initially populate the LMS gradebook