

## Importing assignments into your MyLabs and Mastering Course:

1. Follow the instructions to create your MyLabs and Mastering course integrated with Carmen Canvas
2. Open your MyMathLab Course, click Instructor Tools, and Assignment Manager.
3. Click “Create Assignment” and “Import/Copy Assignments from another course”
4. Choose “Import Assignments from other courses using this book”
5. Under “Select Import Options”
  - a. For coordinated assignments or assignments I moved over from MyLabsPlus for your, choose “Assignments from other instructors’ courses at [SCHOOL]”.
  - b. For your own assignments from a previous MyLabs and Mastering course, choose “Assignments from my courses for this book.”
  - c. If your assignments are still in MyLabsPlus, choose “Assignments from instructors at eCollege-sms with this log-in: 12857577\_ecollege\_ohiomlp. If that log in does not show your course in the list, you will need to email Racine-Vogt, Heather [ohiostate.adminsupport@pearson.com](mailto:ohiostate.adminsupport@pearson.com) and ask for your eCollege ID. You can then put your ecollege ID in this space.
6. Choose a course from which to import assignments:
  - a. If I moved assignments from MyLabsPlus to MyLabs and Mastering for you, you will see courses with your name, courses, and semester listed in them. Choose the one you want.
  - b. If you would like to copy the assignments from the coordinator course, you will see it listed and can pick it.
7. Choose which assignments you would like and click import. If you don’t see any assignments, make sure the setting to allow other instructors to import these assignments is checked in the course you are trying to import from.
8. You may now edit these assignments.