Pearson Skilling Suite Instructor Guide

Contents

Overview

Pearson Skilling Suite instructors are given tools to:

- Manage your availability as an instructor
- View students and details
- View classes you are teaching
- Access gradebooks for classes
- Access lab summaries for classes

Access

To access the Pearson Skilling Suite, you must first create a Pearson account and be registered as an Instructor on the Pearson Skilling Suite portal by Pearson VUE staff.

You can then access the Pearson Skilling Suite at https://skilling.pearsonvue.com.

If you are an instructor, you will automatically be taken to the instructor view of the Pearson Skilling Suite.

If you are an admin, you will need to manually access the instructor view: https://skilling.pearsonvue.com/instructor

Navigation

Navigation is done primarily through the navigation pane on the left.
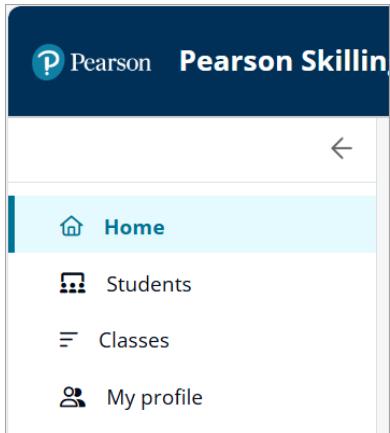
This navigation pane can be collapsed and expanded as needed. Use the arrow at the top of the pane to collapse it and use the menu icon (three horizontal lines) to expand it.

Home

The **Home** page gives you an overview of your class schedule and assigned classes.
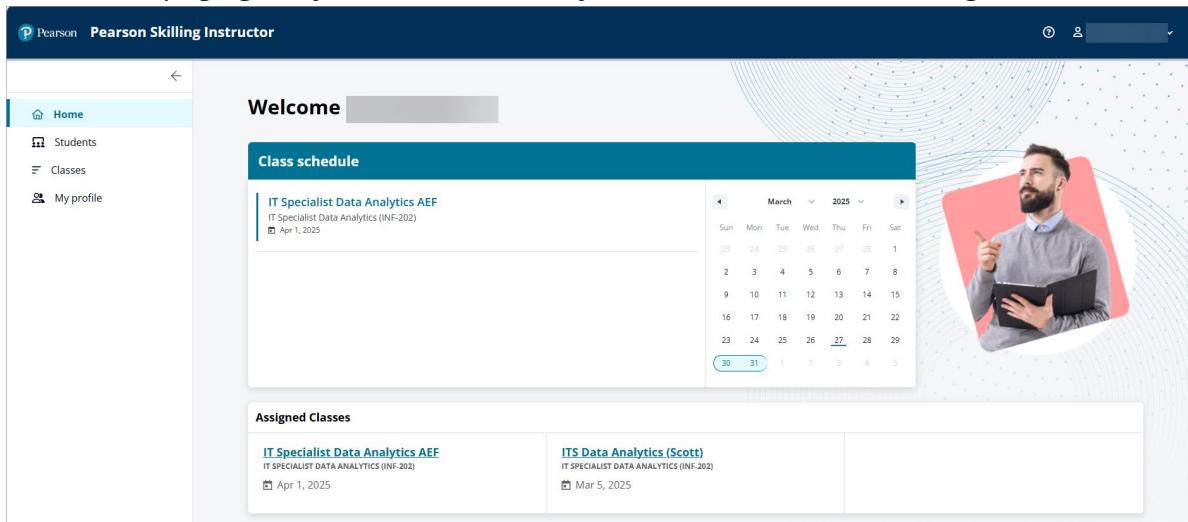
Selecting dates in the calendar of the **Class schedule** section will display the classes specifically scheduled on those dates.
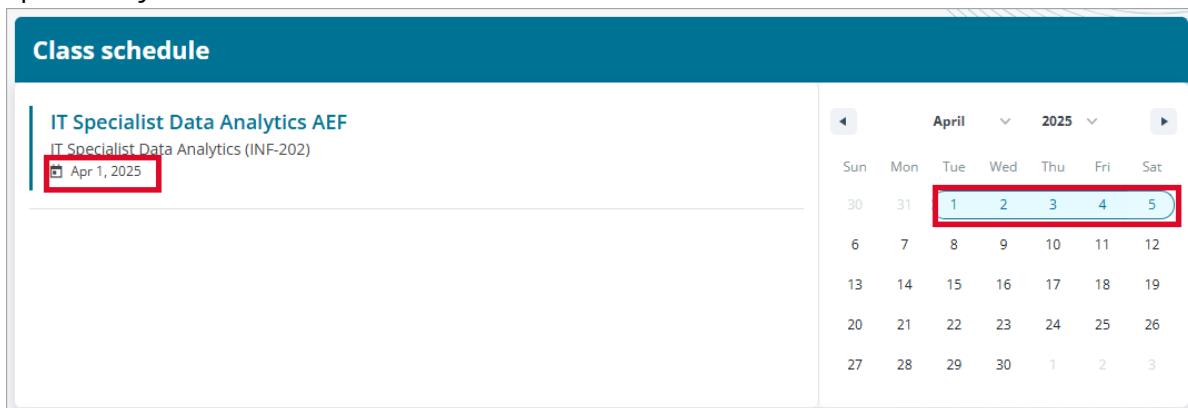
Selecting a class name will bring you to the **Class details** page.
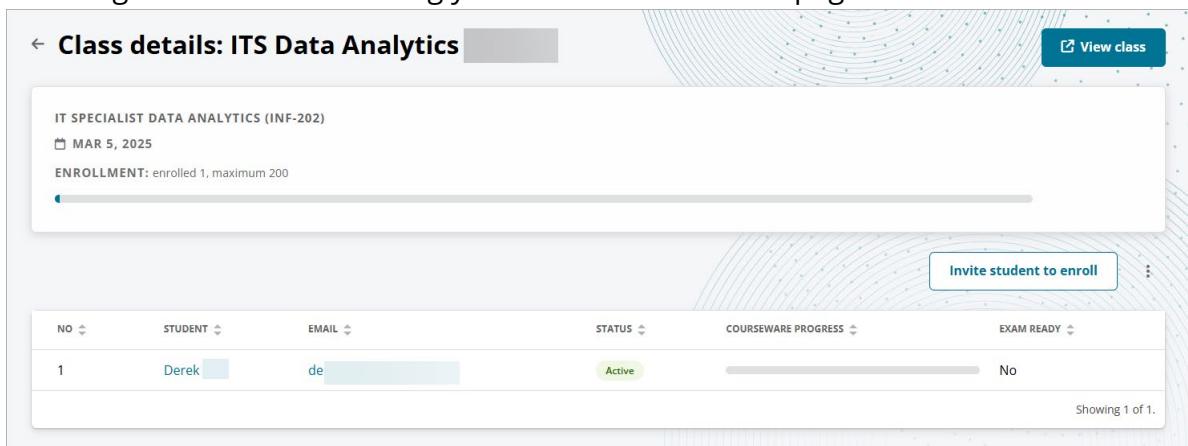
Students

The **Students** page provides a list of all students in your classes.

Search and filter students

You can search by student name or email. Be sure to select the correct search option for **Student name** or **Student email** before entering your search term.
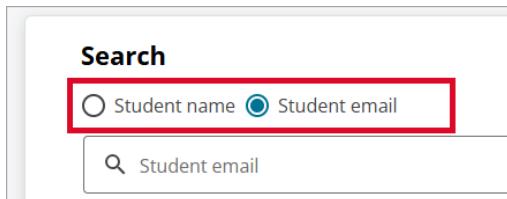
You can also filter by course, class, and/or exam ready status. The **Class** filter is dependent on the **Course** selection and will only become available once a **Course** is selected.
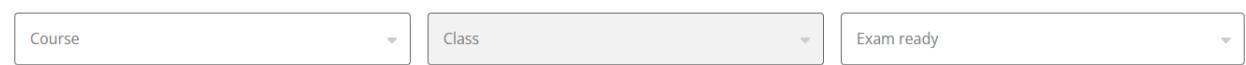
Once you have entered all of your search and filter criteria, select **Apply**.

To clear your search criteria, select **Reset**.

Student details

From the Students page, select a student's name to view more details about that student. This includes their profile and classes and performance information.

Classes and performance tab

The Classes and performance tab shows the classes the student is enrolled in, information about the class, and the student's progress within the class.
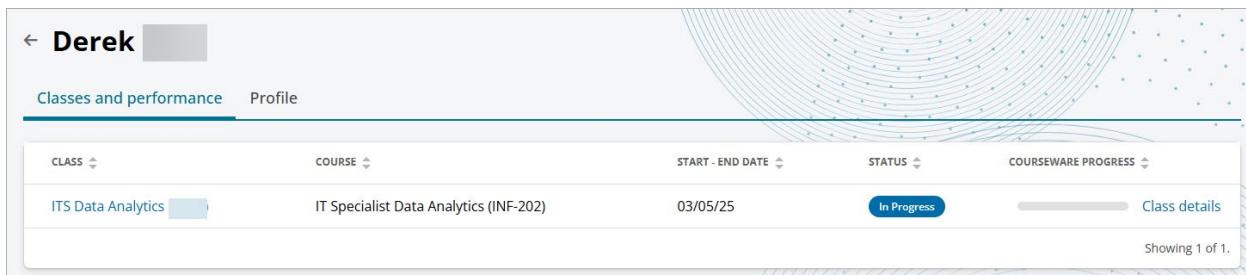
You can also access the class details from this page by selecting either the class name or the Class details link at the end of the row.
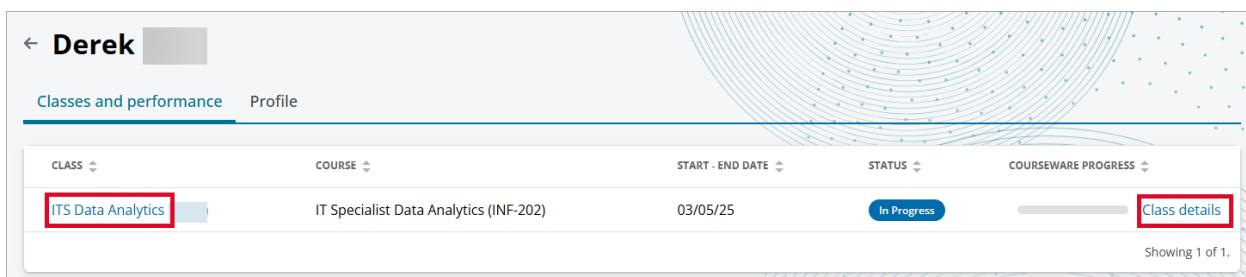
Student profile tab

The Profile tab provides the student's contact information, recent courses take, how long they have been a student, and when they were last online.

Classes

The **Classes** page provides a list of all your classes as an instructor.

From this page, you can access the gradebook and lab summary for each class.
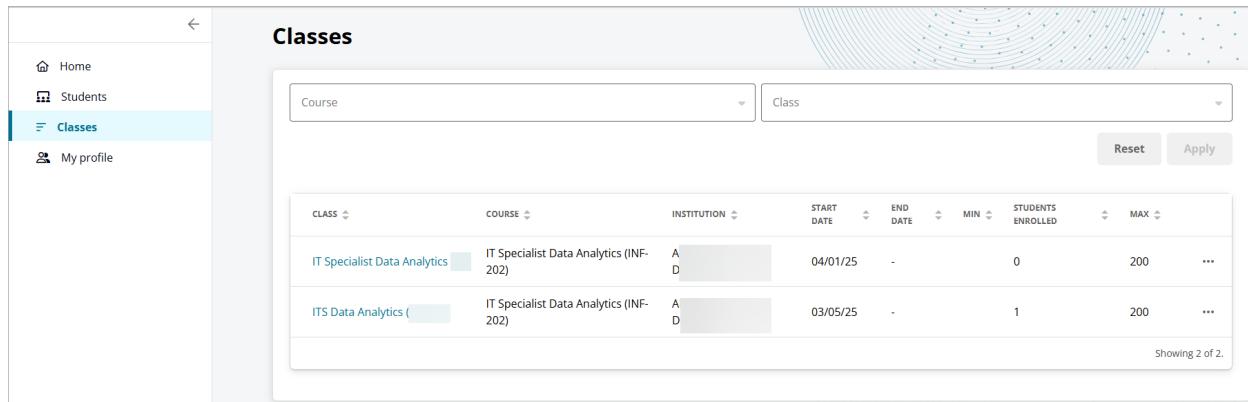

Filter classes

You can filter classes using the **Course** and **Class** filters. The **Course** filter contains all courses. The **Class** filter contains only those classes where you are an instructor.

Gradebook

To access the gradebook for a class:

1. Find the class you need.
2. Select the ellipses (…) at the end of the row.
3. Select **Gradebook**.
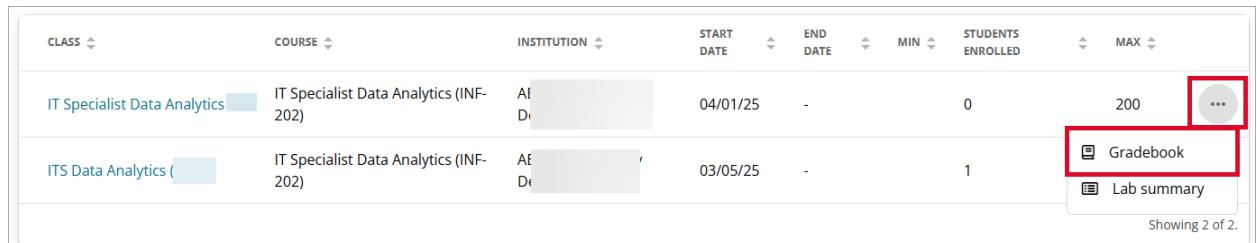
This takes you to the gradebook within the Pearson course.

Lab summary

To access the lab summary for a class:

1. Find the class you need.
2. Select the ellipses (…) at the end of the row.
3. Select **Lab summary**.
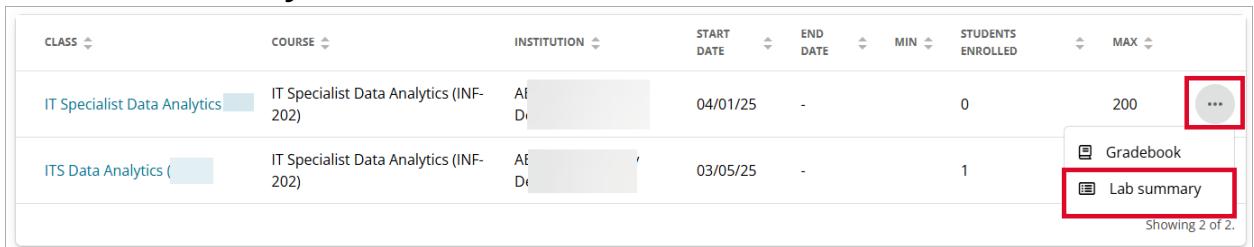
This takes you to the **Class Roster** in the Pearson course.
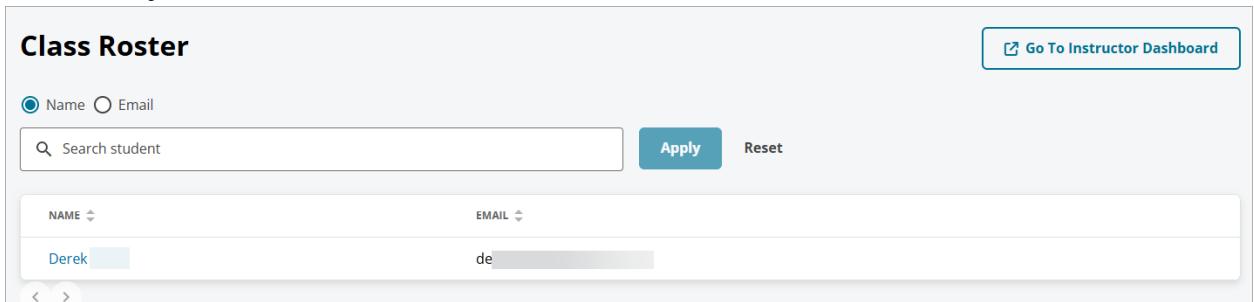
4. Search for a student if needed.
   a. Enter the student's name or email.
      Be sure to select the correct radio button for your search criteria.
   b. Select **Apply**.

5. Select the student's name.

Class Roster

This takes you to the **Lab Summary**.

This provides detailed information about each lab including:

- Lab name
- Number of launches
- Score
- Percentage
- Passed
- Start time
- End time

My profile

The **My profile** page provides your details as an instructor, the courses you teach, the classes you are currently teaching, and your availability.

## Profile tab

The **Profile** tab lists your

- Current email address in the system
- Courses you have taught
- When you were added as an instructor
- When you were last online
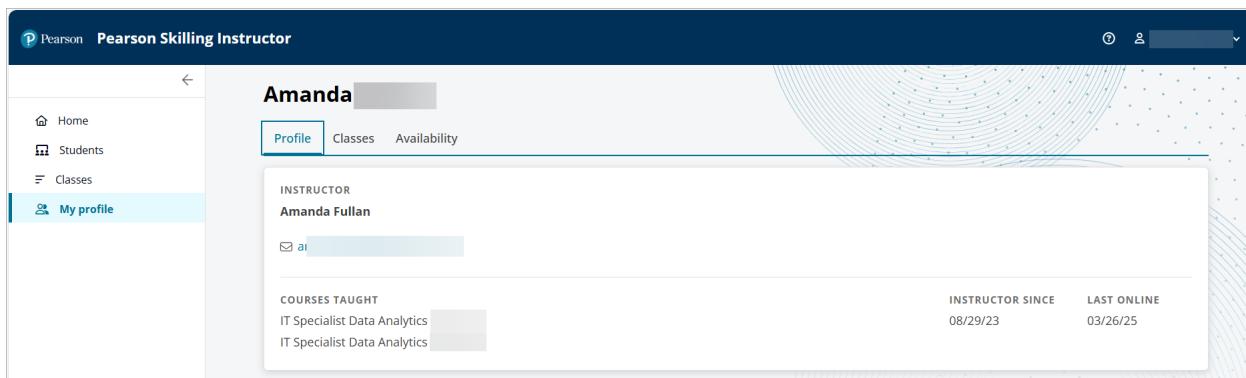
Classes tab

The **Classes** tab lists your classes taught and the following information for each class:

- Class name
- Course name
- Start and end date
- Class status
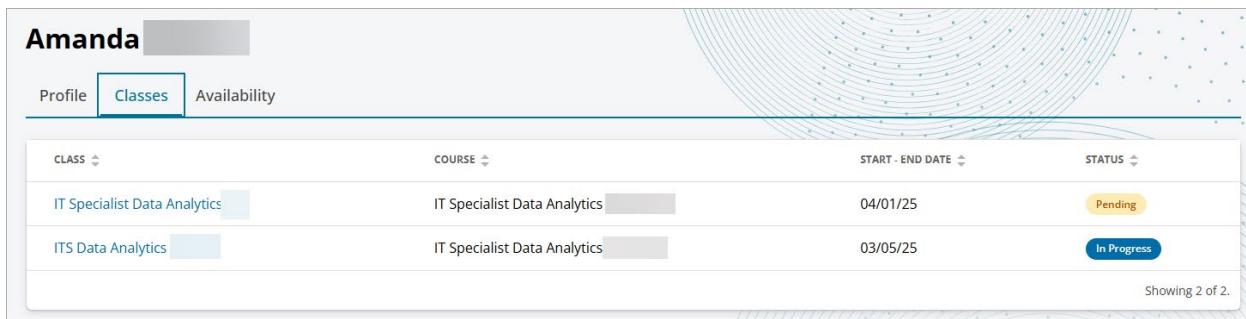
Click on a class name to go to the Class details page for that class.

Availability tab

The **Availability** tab shows your current classes in calendar form.

If a class has a start date but no end date, it will appear as a one-day course on the start date.
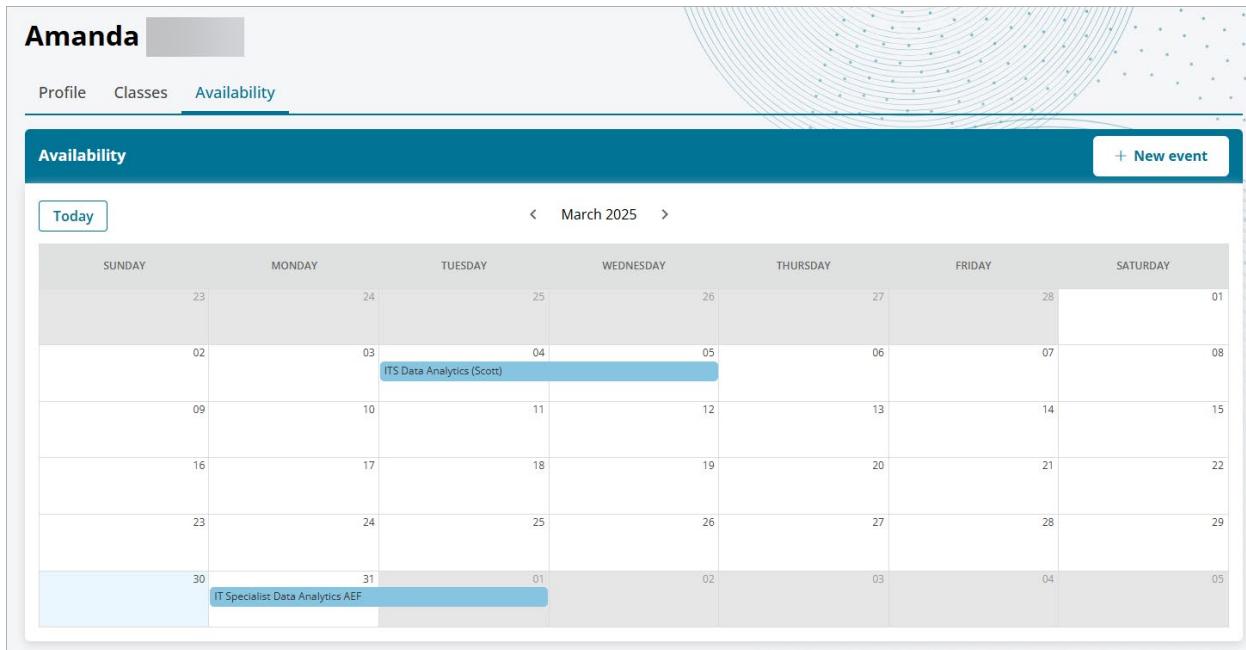

More importantly, the **Availability** tab indicates when you are **not** available. When you indicate you are not available with an event in the **Availability** tab, admins can see that you are not available at this time in their administrator view and will not schedule you for classes at that time.

## Create an availability event

To indicate you are not available at a particular date/time:

1. Go to the **My profile** page > **Availability** tab.
2. Select the **New event** button.
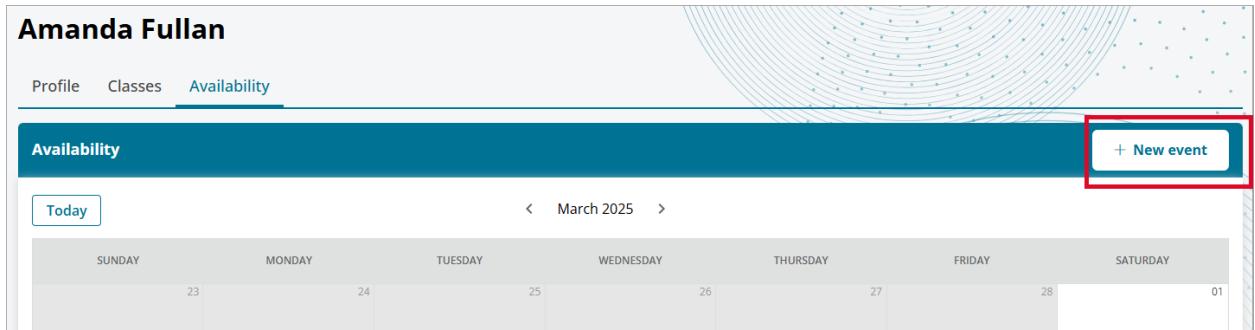
3. Enter an **Event title**.
4. Determine if the event is **All day** and if it repeats.
5. Enter a **Start date** and **End date**.

6. Select **Save**.

The event will appear on your calendar in black. (Classes appear in blue.)
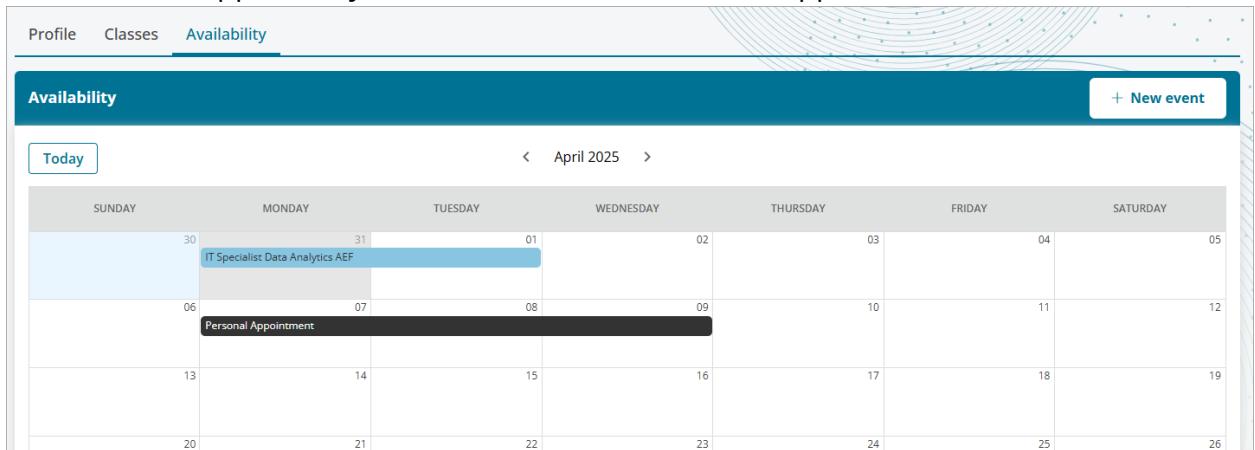

Edit an availability event

To edit an event:

1. Go to the **My profile** page > **Availability** tab.
2. Find the event on the calendar.
3. Select the event.
4. Select **Edit Event**.
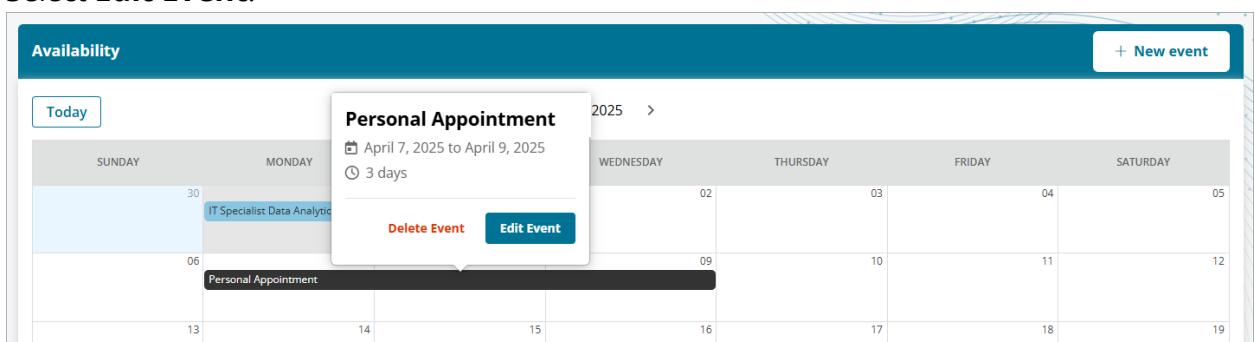
5. Make changes to the event details.
6. Select **Save**.

Delete an availability event

To delete an event:

1. Go to the **My profile** page > **Availability** tab.
2. Find the event on the calendar.
3. Select the event.
4. Select **Delete Event**.
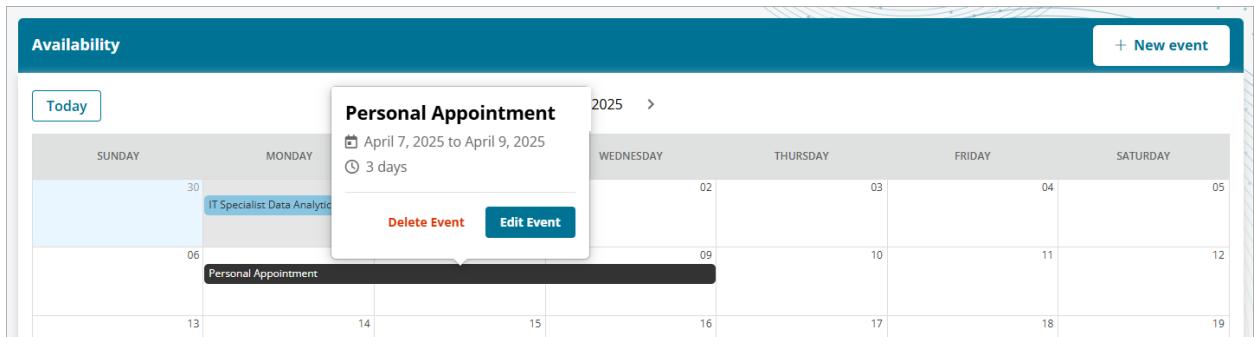
5. Select **Delete**.
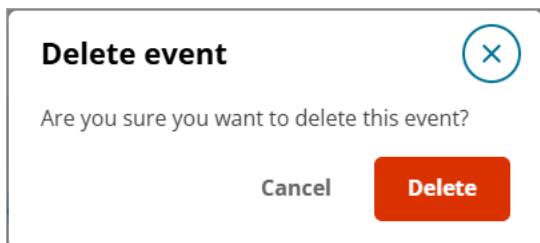
The event is removed from your calendar.

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