

Pearson Skilling Suite Instructor Guide

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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.

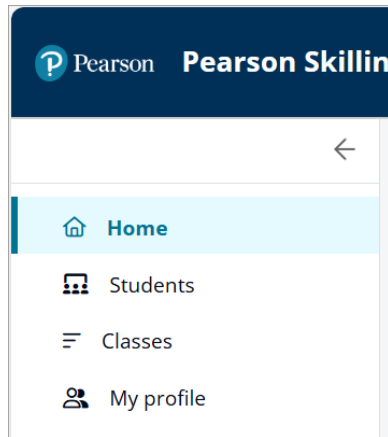
You can then access the [Pearson Skilling Suite](https://skilling.pearsonvue.com) at <https://skilling.pearsonvue.com>.

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

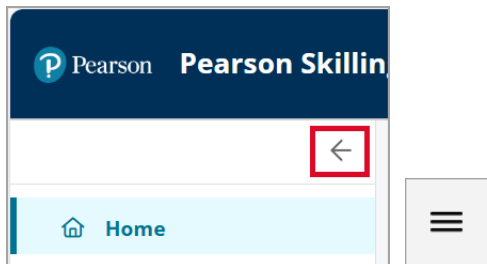
If you are an admin, you will need to manually access the [instructor view](https://skilling.pearsonvue.com/instructor):
<https://skilling.pearsonvue.com/instructor>

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.

The screenshot shows the Pearson Skillsoft Instructor Home page. The header includes the Pearson logo and the text 'Pearson Skillsoft Instructor'. The left sidebar contains navigation links: Home, Students, Classes, and My profile. The main content area features a 'Welcome' message, a 'Class schedule' section with a calendar for March 2025, and an 'Assigned Classes' section listing two classes: 'IT Specialist Data Analytics AEF' and 'ITS Data Analytics (Scott)'.

Selecting dates in the calendar of the **Class schedule** section will display the classes specifically scheduled on those dates.

The screenshot shows the 'Class schedule' section. The calendar is set to April 2025. The date '1' is selected, and the class 'IT Specialist Data Analytics AEF' is displayed. The class name is highlighted with a red box.

Selecting a class name will bring you to the **Class details** page.

The screenshot shows the 'Class details' page for 'ITS Data Analytics'. The page includes a 'View class' button, the class name 'IT SPECIALIST DATA ANALYTICS (INF-202)', the start date 'MAR 5, 2025', and the enrollment status 'ENROLLMENT: enrolled 1, maximum 200'. Below this is a table of students.

NO	STUDENT	EMAIL	STATUS	COURSEWARE PROGRESS	EXAM READY
1	Derek	de	Active		No

Showing 1 of 1.

Students

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

The screenshot shows the 'Students' page interface. On the left is a sidebar with navigation links: Home, Students (highlighted), Classes, and My profile. The main content area is titled 'Students' and contains a search section with radio buttons for 'Student name' (selected) and 'Student email'. Below this is a search input field containing 'Student name'. There are three filter dropdowns: 'Course', 'Class', and 'Exam ready'. 'Reset' and 'Apply' buttons are to the right. Below the filters is a table with columns: STUDENT, EMAIL, INSTITUTION, CLASS NAME, START - END DATE, PROGRESS, and EXAM READY. The table lists two students: Derek and Scott.

STUDENT	EMAIL	INSTITUTION	CLASS NAME	START - END DATE	PROGRESS	EXAM READY
Derek	de...	A C	ITS Data Analytics (Scott)	03/05/25 -		No
Scott	sco...	A D	Security+ - Chicago Nov 4 - Nov 8	11/04/24 -		No

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.

This close-up shows the search section with a red box highlighting the radio buttons. 'Student name' is unselected, and 'Student email' is selected. Below the radio buttons is a search input field containing 'Student email'.

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.

This image shows the three filter dropdowns: 'Course', 'Class', and 'Exam ready'.

Once you have entered all of your search and filter criteria, select **Apply**.

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

This screenshot shows the 'Students' page with search criteria entered. The 'Student name' radio button is selected, and the search input field contains 'Derek'. The 'Reset' and 'Apply' buttons are highlighted with a red box.

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.

The screenshot shows the 'Classes and performance' tab for a student named Derek. At the top, there is a navigation bar with a back arrow and the name 'Derek'. Below this, there are two tabs: 'Classes and performance' (which is active) and 'Profile'. The main content area displays a table with the following columns: CLASS, COURSE, START - END DATE, STATUS, and COURSEWARE PROGRESS. The table contains one row for the class 'ITS Data Analytics', which is part of the course 'IT Specialist Data Analytics (INF-202)'. The start date is '03/05/25', the status is 'In Progress', and the progress bar is partially filled. A 'Class details' link is located at the end of the row. At the bottom right, it says 'Showing 1 of 1'.

CLASS	COURSE	START - END DATE	STATUS	COURSEWARE PROGRESS
ITS Data Analytics	IT Specialist Data Analytics (INF-202)	03/05/25	In Progress	<div><div></div></div> Class details

Showing 1 of 1.

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.

This screenshot is identical to the previous one, but with red rectangular boxes highlighting the 'ITS Data Analytics' class name in the first column and the 'Class details' link in the fifth column of the table.

Student profile tab

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

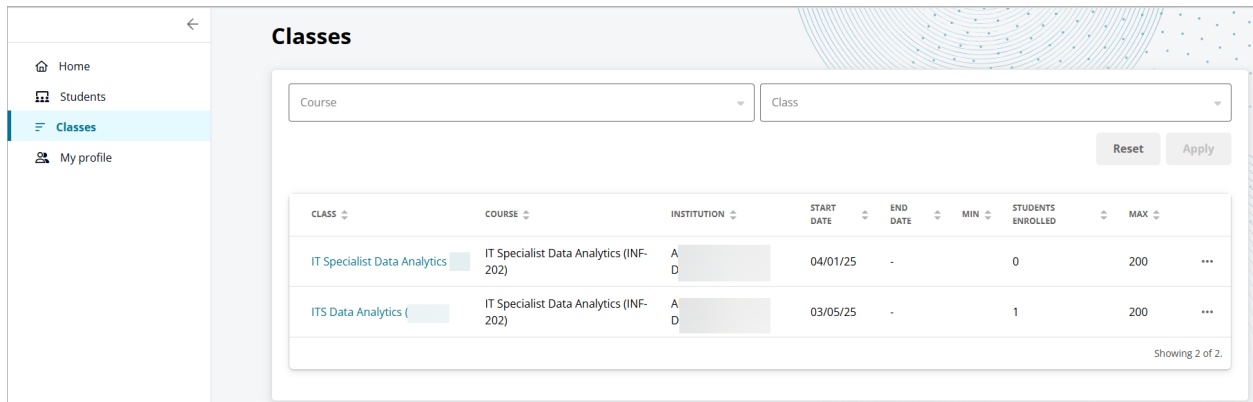
The screenshot shows the 'Profile' tab for a student named Derek Fay. At the top, there is a navigation bar with a back arrow and the name 'Derek Fay'. Below this, there are two tabs: 'Classes and performance' and 'Profile' (which is active). The main content area is divided into two sections. The top section, labeled 'STUDENT', shows a profile icon and the name 'Derek'. Below this, there is an email address 'der'. The bottom section, labeled 'RECENT COURSES TAKEN', shows a table with the following columns: COURSE, STUDENT SINCE, and LAST ONLINE. The table contains one row for the class 'ITS Data Analytics'. The student has been a student since '03/05/25' and was last online on '03/05/25'.

COURSE	STUDENT SINCE	LAST ONLINE
ITS Data Analytics	03/05/25	03/05/25

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.



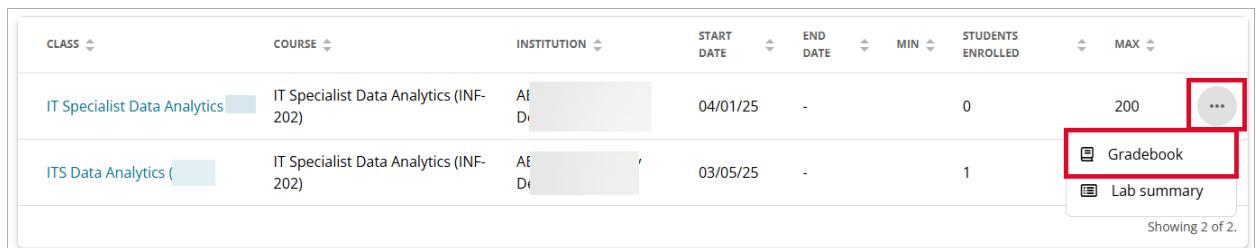
Filter classes

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.

The screenshot shows the Pearson Gradebook interface. At the top, there's a navigation bar with the Pearson logo and 'Courses'. Below it, a breadcrumb link '<< Back to Dashboard' is visible. The main heading is 'Gradebook' with a course ID 'ccx-v1:VUE+9780136890072+2021+ccx@1467'. The interface is divided into two steps: 'Step 1: Filter the Grade Report' with an 'Edit Filters' button, and 'Step 2: View or Modify Individual Grades'. Under 'Score View', a dropdown menu is set to 'Percent'. It indicates 'Showing 1 of 2 total learners'. A table displays student data with columns for Username, Email, and various lessons (Pre-quiz, Q&A, Lab). The first row shows a student with a score of 14 in the Lab 01 column.

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**.

The screenshot shows the Pearson Class Roster interface. It features a table with columns: CLASS, COURSE, INSTITUTION, START DATE, END DATE, MIN, STUDENTS ENROLLED, and MAX. Two rows are visible: 'IT Specialist Data Analytics' and 'ITS Data Analytics'. The 'ITS Data Analytics' row has a dropdown menu open at its end, showing options 'Gradebook' and 'Lab summary'. The 'Lab summary' option is highlighted with a red box. The text 'Showing 2 of 2.' is at the bottom right.

This takes you to the **Class Roster** in the Pearson course.

The screenshot shows the Pearson Class Roster search interface. It has a heading 'Class Roster' and a button 'Go To Instructor Dashboard'. Below the heading, there are radio buttons for 'Name' (selected) and 'Email'. A search bar with the placeholder 'Search student' is present, along with 'Apply' and 'Reset' buttons. Below the search bar, a table shows search results with columns 'NAME' and 'EMAIL'. The first result is 'Derek' with the email 'de...'. Navigation arrows are at the bottom left.

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

[Go To Instructor Dashboard](#)

☒ Name ☐ Email

NAME	EMAIL
Derek	de

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

[Go Back](#) / Lab Summary

Derek

LAB NAME	NUMBER OF LAUNCHES	SCORE	PERCENTAGE	PASSED	START TIME	END TIME
No Labs found.						

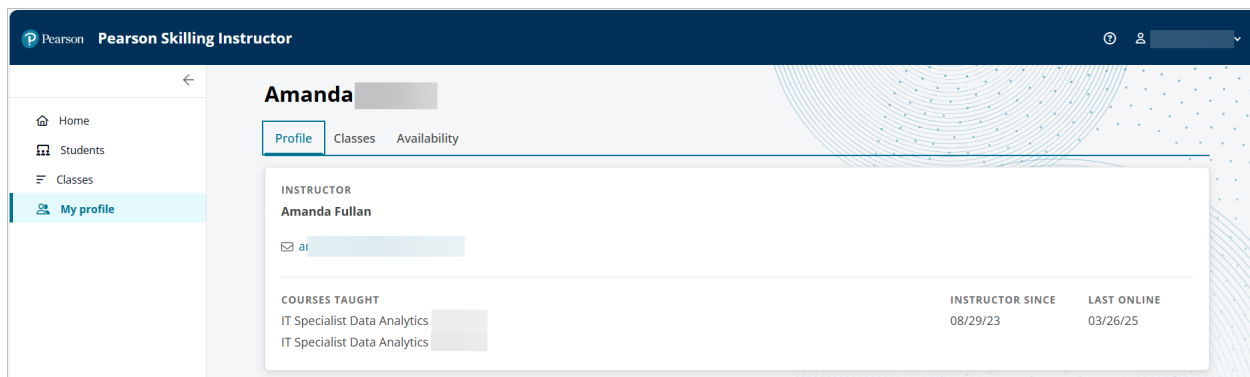
My profile

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

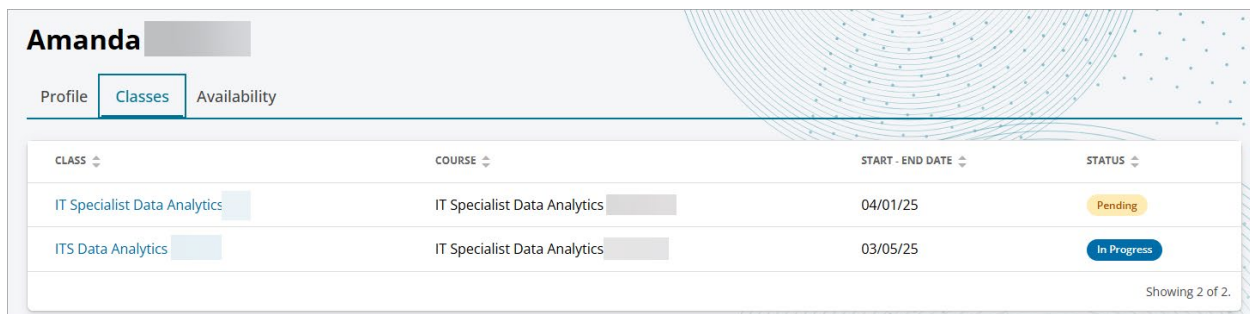
- Current email address in the system
- Courses you have taught
- When you were added as an instructor
- When you were last online



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

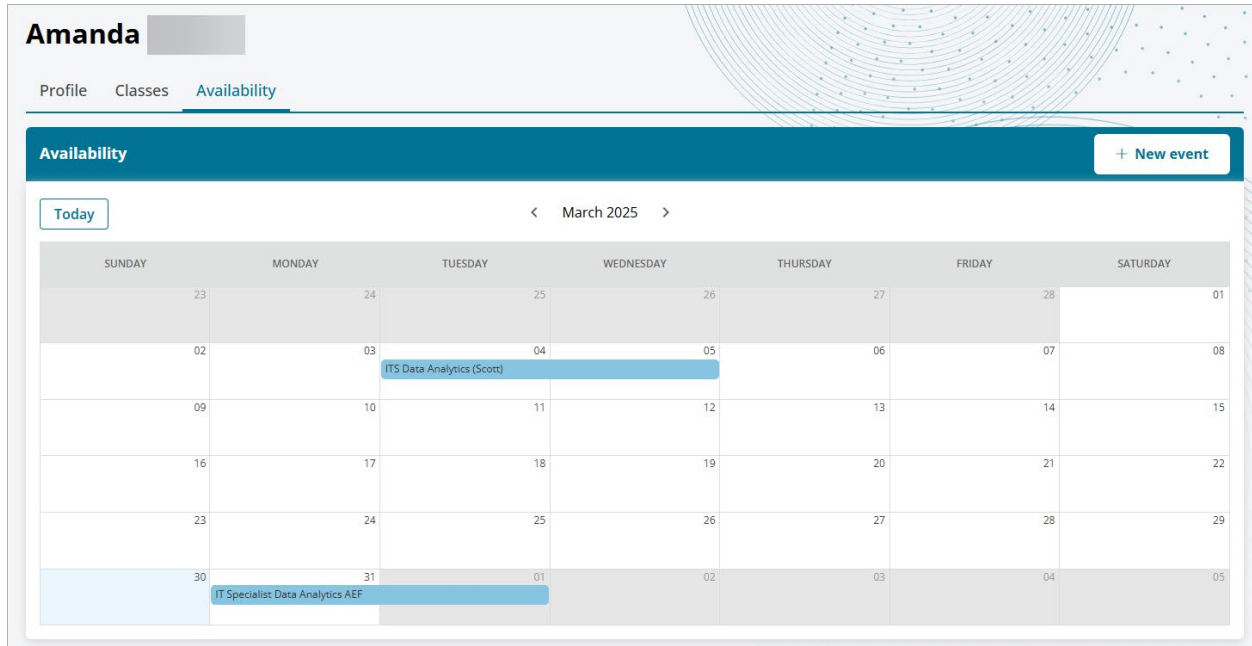


Click on a class name to go to the Class details page for that class.

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.

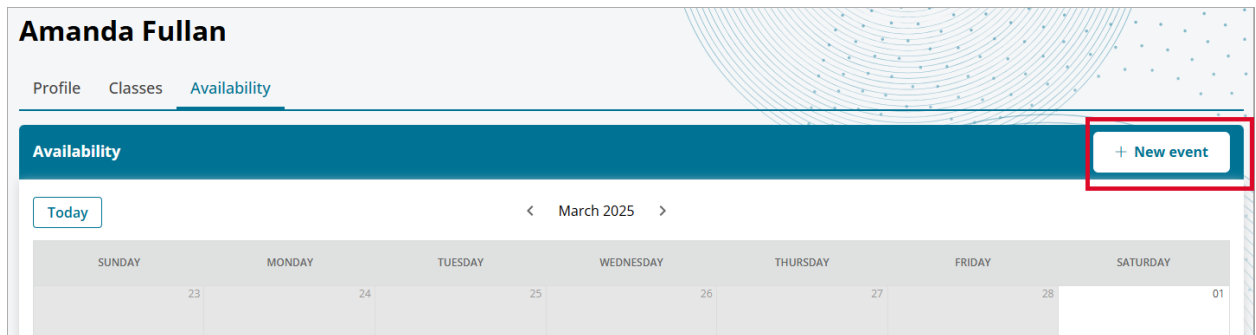


More importantly, the **Availability** tab indicates when you are **not** available. When you indicate you are not available with an event in the **Availability** tab, admins can see that you are not available at this time in their administrator view and will not schedule you for classes at that time.

Create an availability event

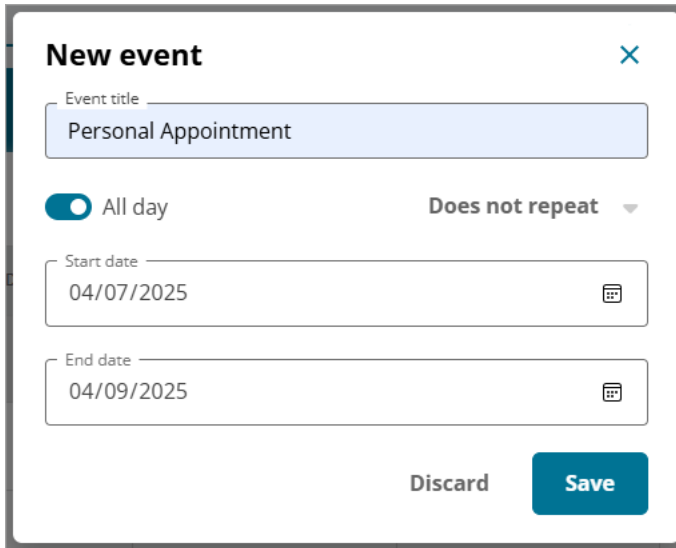
To indicate you are not available at a particular date/time:

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**.

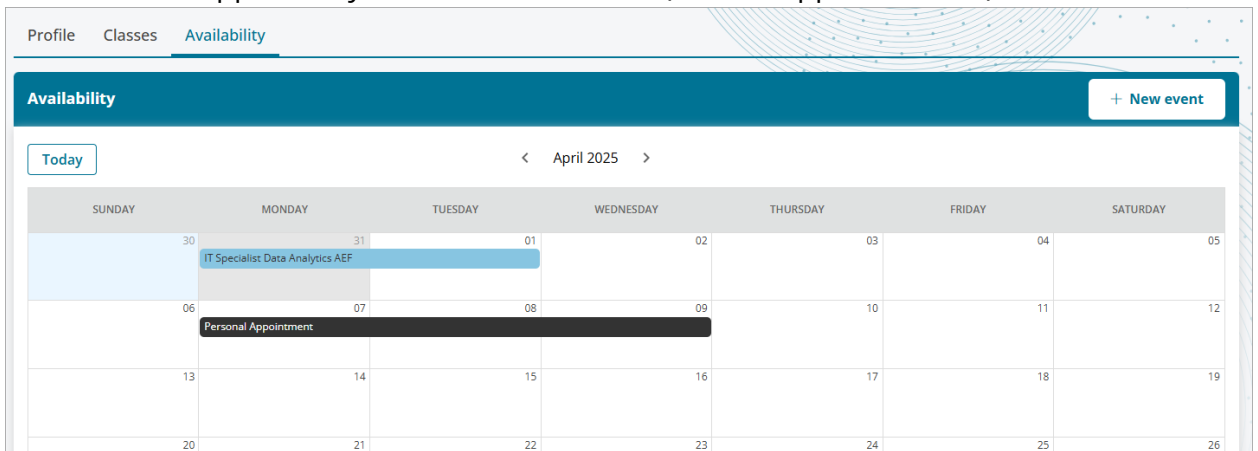
6. Select **Save**.



A 'New event' modal form with a close button (X) in the top right. It contains the following fields and controls:

- Event title:** A text input field containing 'Personal Appointment'.
- All day:** A toggle switch that is currently turned on.
- Does not repeat:** A dropdown menu with a downward arrow.
- Start date:** A date picker field showing '04/07/2025'.
- End date:** A date picker field showing '04/09/2025'.
- Buttons:** 'Discard' and 'Save' buttons at the bottom right.

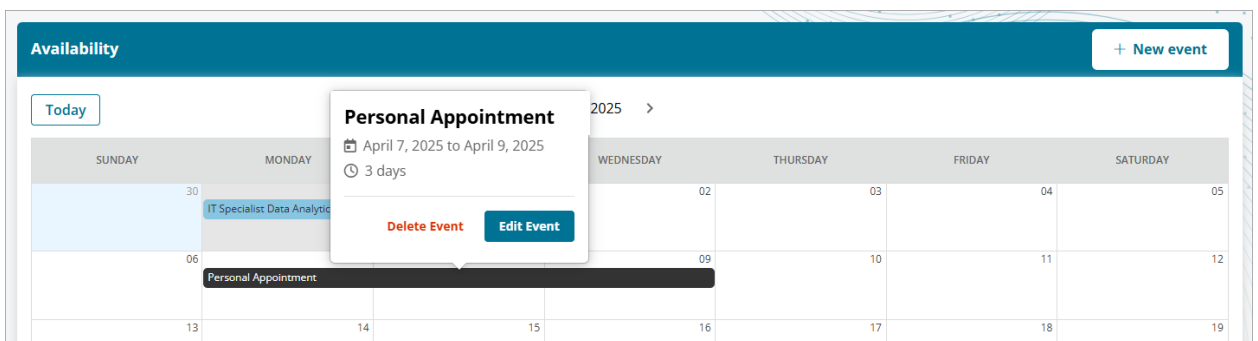
The event will appear on your calendar in black. (Classes appear in blue.)



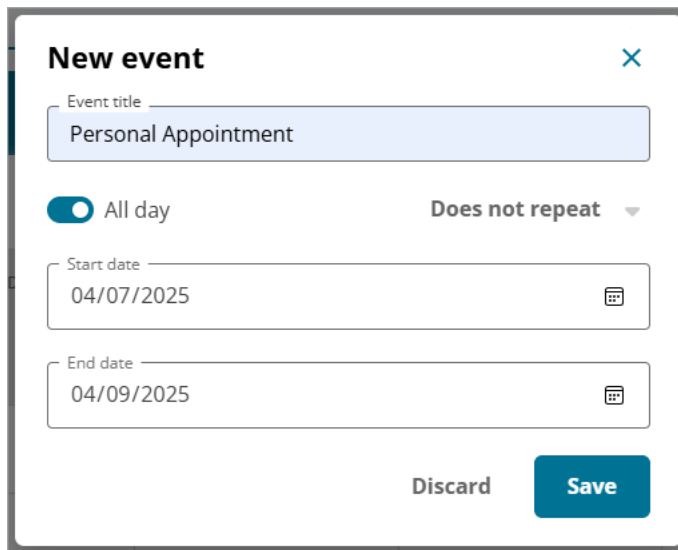
Edit an availability event

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**.



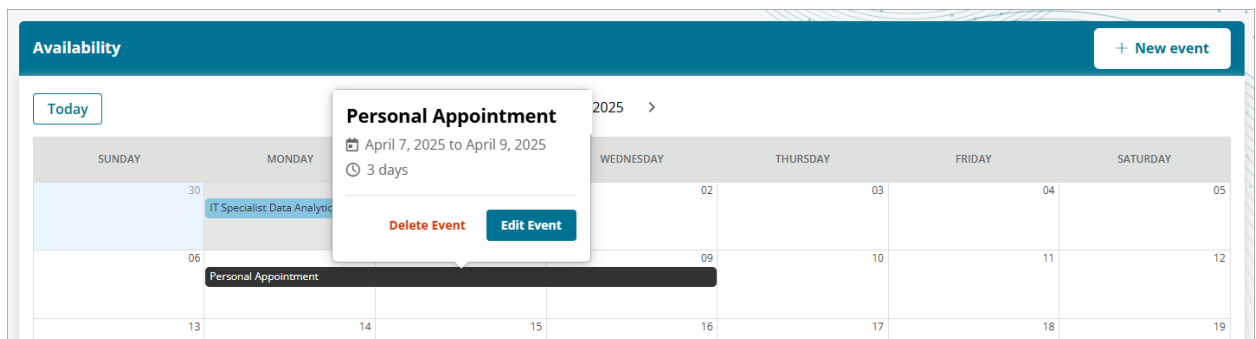
The 'New event' form is displayed with a close button (X) in the top right corner. It contains the following fields and options:

- Event title:** A text input field containing 'Personal Appointment'.
- All day:** A toggle switch that is currently turned on.
- Does not repeat:** A dropdown menu with a downward arrow.
- Start date:** A date input field showing '04/07/2025' with a calendar icon.
- End date:** A date input field showing '04/09/2025' with a calendar icon.
- Buttons:** 'Discard' and 'Save' buttons at the bottom right.

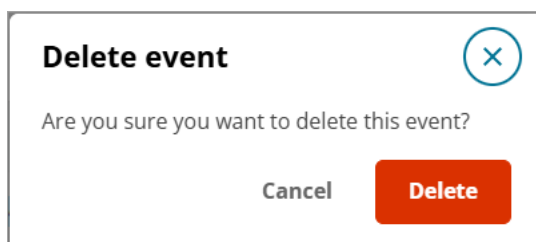
Delete an availability event

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 'Delete event' dialog box is shown, asking for confirmation to delete the event. It includes a close button (X) in the top right corner. The text inside reads: 'Are you sure you want to delete this event?'. At the bottom, there are two buttons: 'Cancel' and 'Delete' (in red).

The event is removed from your calendar.

[Back to top](#)