

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.

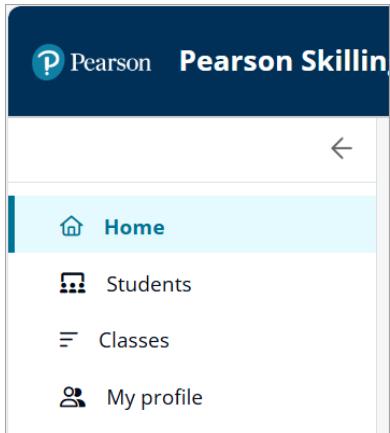
You can then access the [Pearson Skilling Suite](https://skilling.pearsonvue.com) at <https://skilling.pearsonvue.com>.

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.

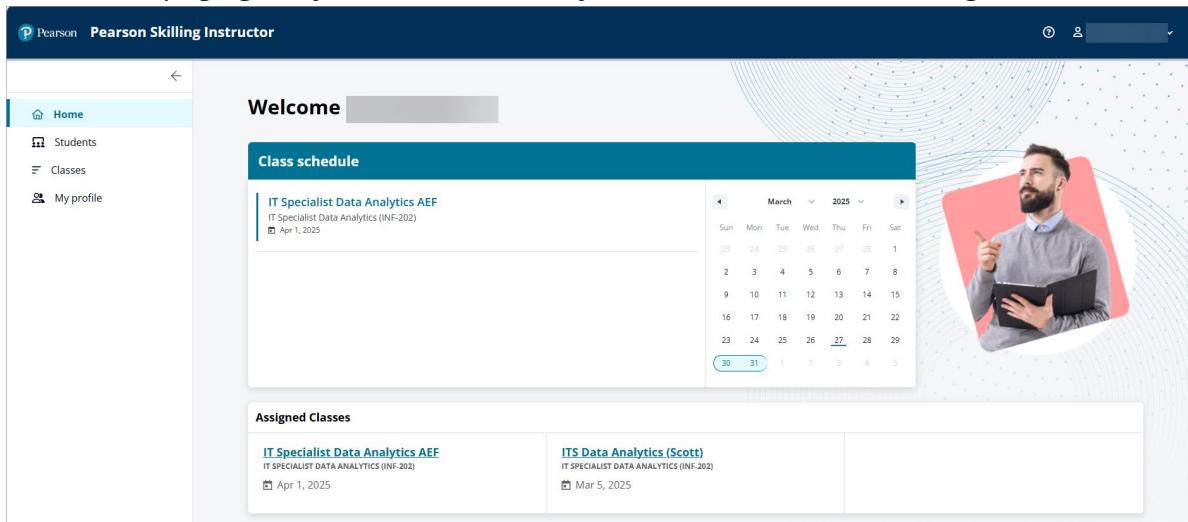


This navigation pane can be collapsed and expanded as needed. Use the arrow at the top of the pane to collapse it and use the menu icon (three horizontal lines) to expand it.

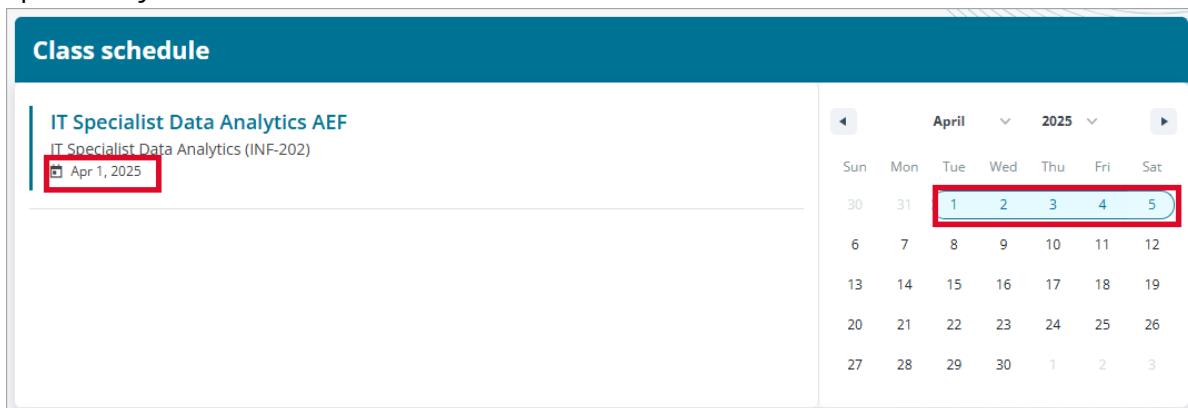


Home

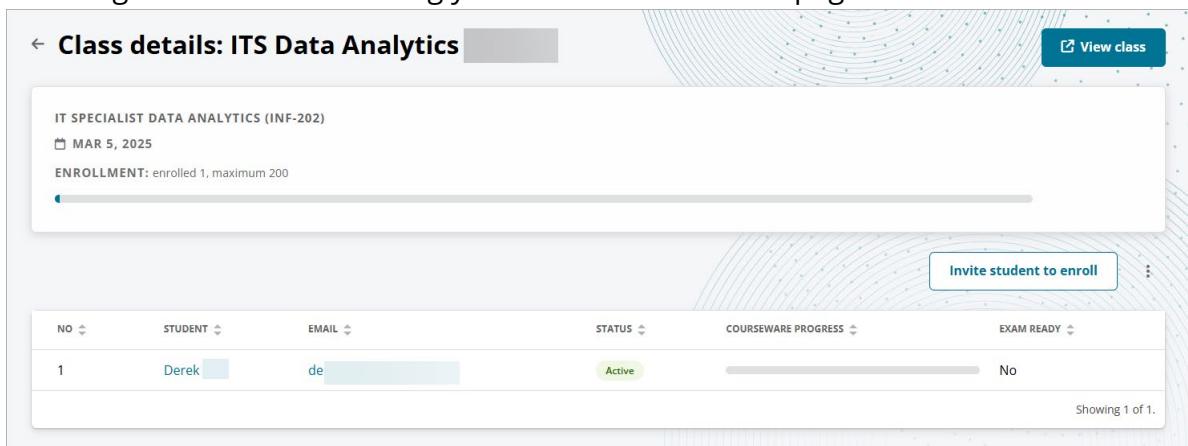
The **Home** page gives you an overview of your class schedule and assigned classes.



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

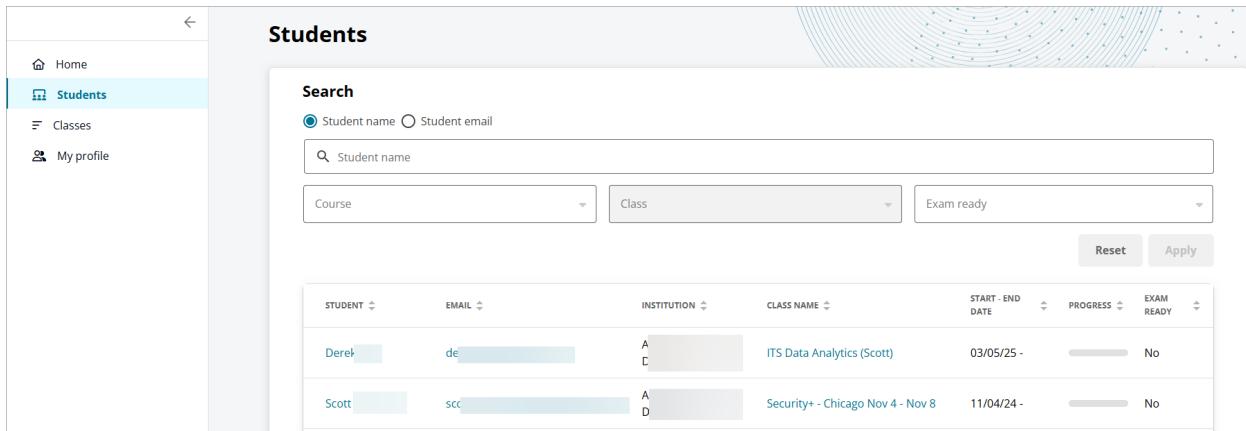


Selecting a class name will bring you to the **Class details** page.



Students

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

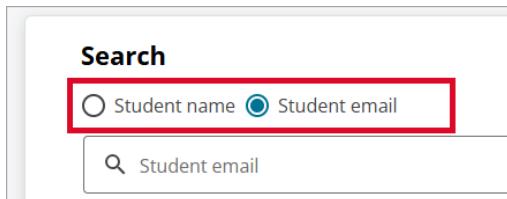


The screenshot shows the 'Students' page with a sidebar on the left containing 'Home', 'Students' (which is selected and highlighted in blue), 'Classes', and 'My profile'. The main area is titled 'Students' and contains a 'Search' section with radio buttons for 'Student name' (selected) and 'Student email'. Below this is a search input field with a magnifying glass icon. Further down are three dropdown filters: 'Course', 'Class', and 'Exam ready'. At the bottom right are 'Reset' and 'Apply' buttons. The main content area displays a table of student data with columns: STUDENT, EMAIL, INSTITUTION, CLASS NAME, START - END DATE, PROGRESS, and EXAM READY. Two student rows are shown: 'Derek' and 'Scott'.

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

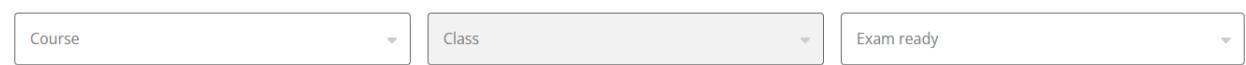
Search and filter students

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.



The screenshot shows the 'Search' section of the page. It includes a radio button for 'Student name' (selected) and another for 'Student email'. Below these is a search input field with a magnifying glass icon. The 'Student name' radio button and its corresponding input field are highlighted with a red box.

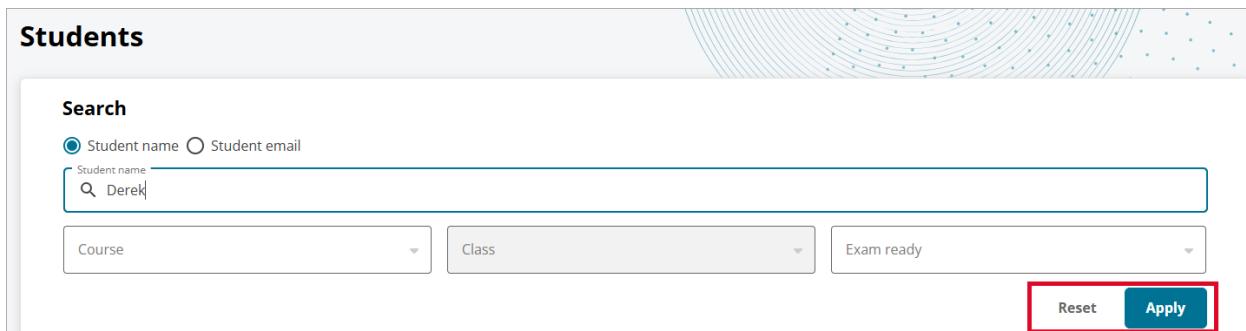
You can also filter by course, class, and/or exam ready status. The **Class** filter is dependent on the **Course** selection and will only become available once a **Course** is selected.



The screenshot shows three dropdown filters: 'Course', 'Class', and 'Exam ready', arranged horizontally.

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

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



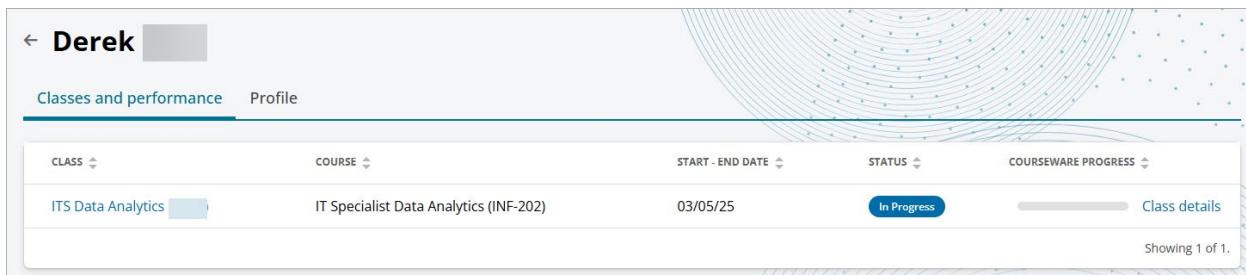
The screenshot shows the 'Students' page with search and filter criteria entered. The 'Student name' radio button and its input field are highlighted with a red box. The 'Course', 'Class', and 'Exam ready' dropdowns are also visible. At the bottom right, the 'Reset' and 'Apply' buttons are shown, with the 'Apply' button 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.



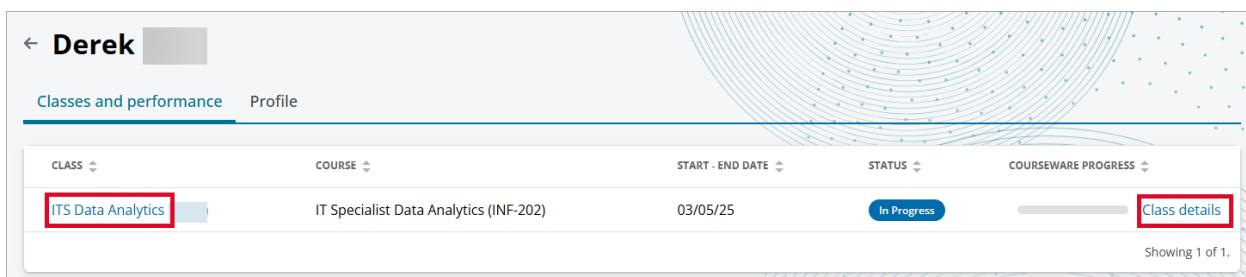
← Derek

Classes and performance Profile

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



← Derek

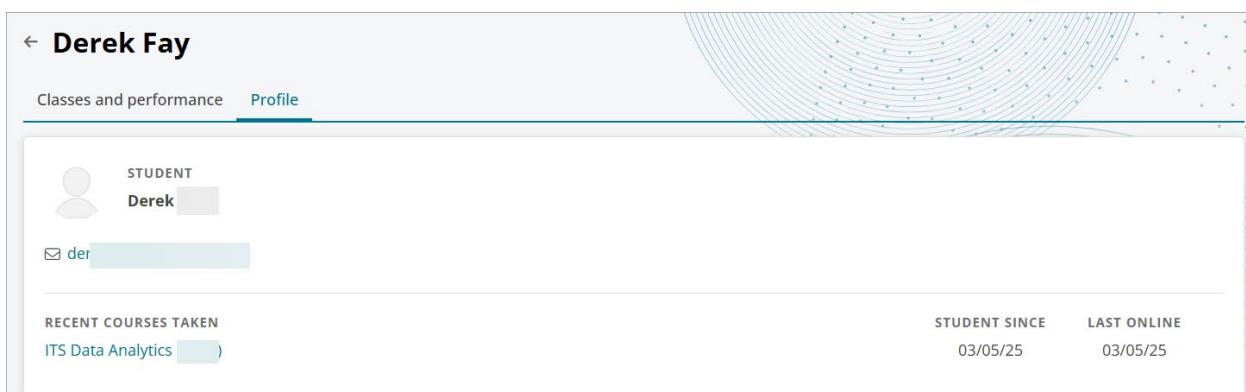
Classes and performance Profile

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

Showing 1 of 1.

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.



← Derek Fay

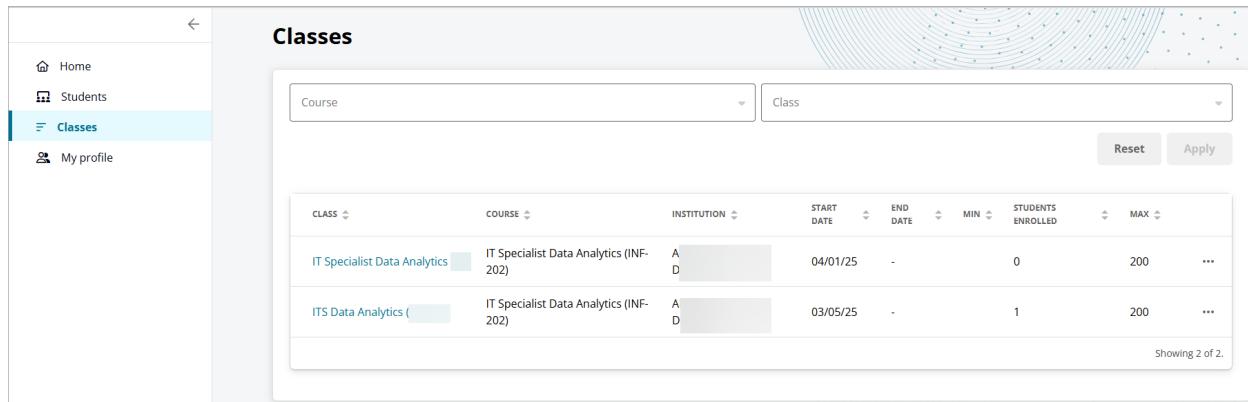
Classes and performance Profile

STUDENT Derek	RECENT COURSES TAKEN ITS Data Analytics	STUDENT SINCE 03/05/25	LAST ONLINE 03/05/25
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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.



CLASS	COURSE	INSTITUTION	START DATE	END DATE	MIN	STUDENTS ENROLLED	MAX
IT Specialist Data Analytics	IT Specialist Data Analytics (INF-202)	A D	04/01/25	-	0	200	...
ITS Data Analytics	IT Specialist Data Analytics (INF-202)	A D	03/05/25	-	1	200	...

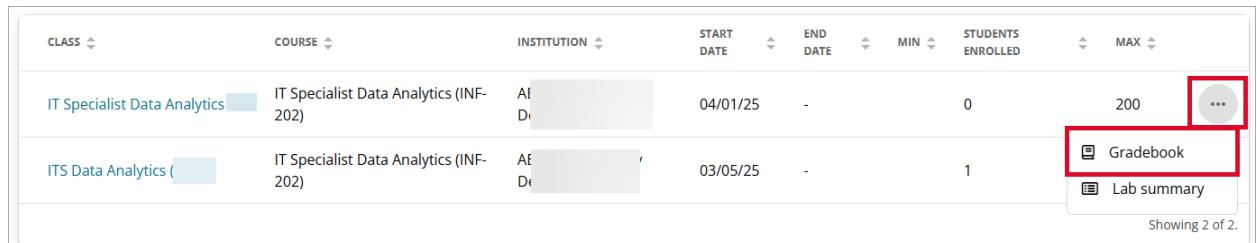
Filter classes

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

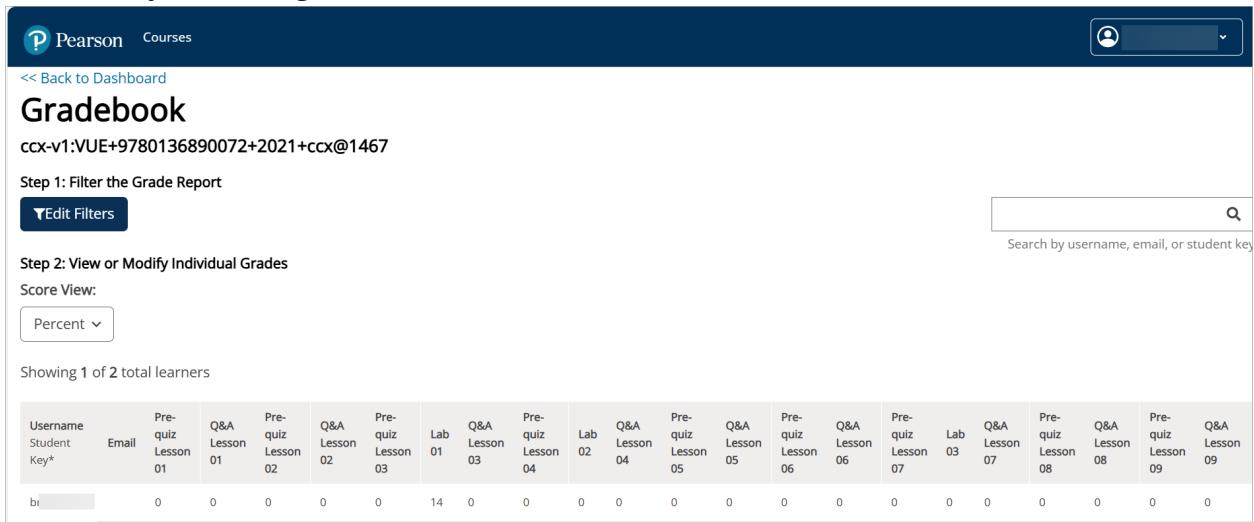
To access the gradebook for a class:

1. Find the class you need.
2. Select the ellipses (...) at the end of the row.
3. Select **Gradebook**.



CLASS	COURSE	INSTITUTION	START DATE	END DATE	MIN	STUDENTS ENROLLED	MAX
IT Specialist Data Analytics	IT Specialist Data Analytics (INF-202)	A D	04/01/25	-	0	200	...
ITS Data Analytics	IT Specialist Data Analytics (INF-202)	A D	03/05/25	-	1	200	...

This takes you to the gradebook within the Pearson course.

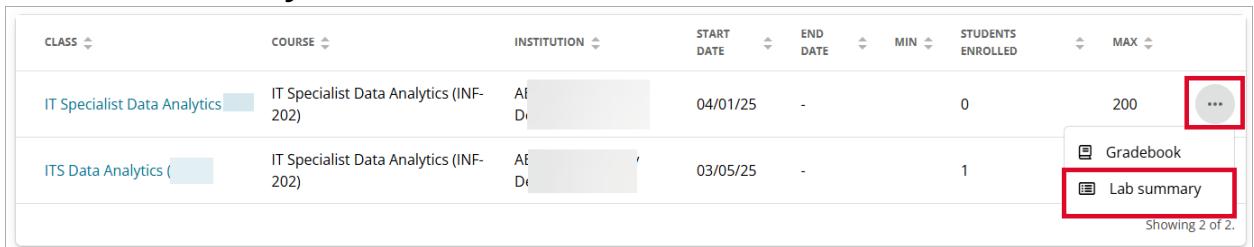


The screenshot shows the Pearson Gradebook interface. At the top, there is a navigation bar with the Pearson logo, a 'Courses' link, and a user profile icon. Below the navigation bar, a link to 'Back to Dashboard' is visible. The main title 'Gradebook' is displayed, followed by a course ID: 'ccx-v1:VUE+9780136890072+2021+ccx@1467'. A sub-section titled 'Step 1: Filter the Grade Report' contains a 'Edit Filters' button. To the right, there is a search bar with a placeholder 'Search by username, email, or student key' and a magnifying glass icon. Below the search bar, a section titled 'Step 2: View or Modify Individual Grades' shows a 'Score View' dropdown set to 'Percent'. A message indicates 'Showing 1 of 2 total learners'. A table follows, with columns for Username, Email, and various assignment scores (Pre-quiz Lesson 01 through Q&A Lesson 09). The first student listed is 'bi'.

Lab summary

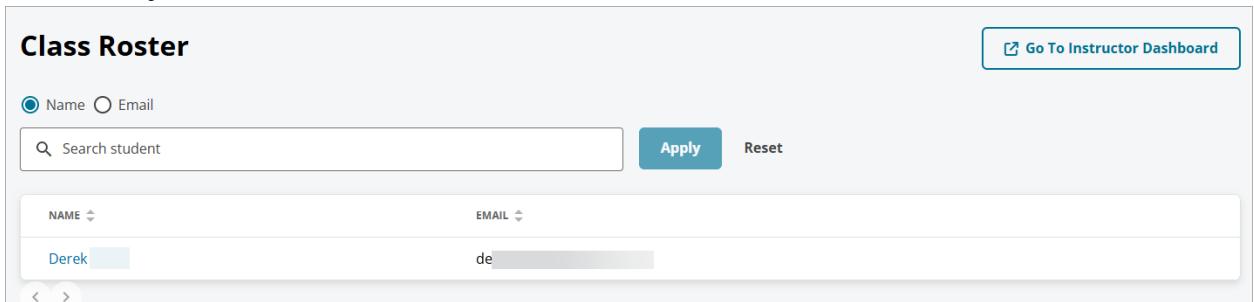
To access the lab summary for a class:

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 List interface. It displays a table of classes with columns for CLASS, COURSE, INSTITUTION, START DATE, END DATE, MIN, STUDENTS ENROLLED, and MAX. Two classes are listed: 'IT Specialist Data Analytics (INF-202)' and 'ITS Data Analytics (INF-202)'. For the first class, there is a 'Gradebook' button and a 'Lab summary' button, both of which are highlighted with a red box. The 'Lab summary' button is located in the bottom right corner of the row. A message at the bottom right says 'Showing 2 of 2'.

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



The screenshot shows the Pearson Class Roster interface. It features a search bar with radio buttons for 'Name' (selected) and 'Email', and a 'Search student' input field. Below the search bar are 'Apply' and 'Reset' buttons. The main area displays a table with columns for NAME and EMAIL. One student, 'Derek', is listed with the email 'de'.

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

Name Email

Search student

Apply **Reset**

NAME	EMAIL
Derek	de

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[Go To Instructor Dashboard](#)

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.						

< >

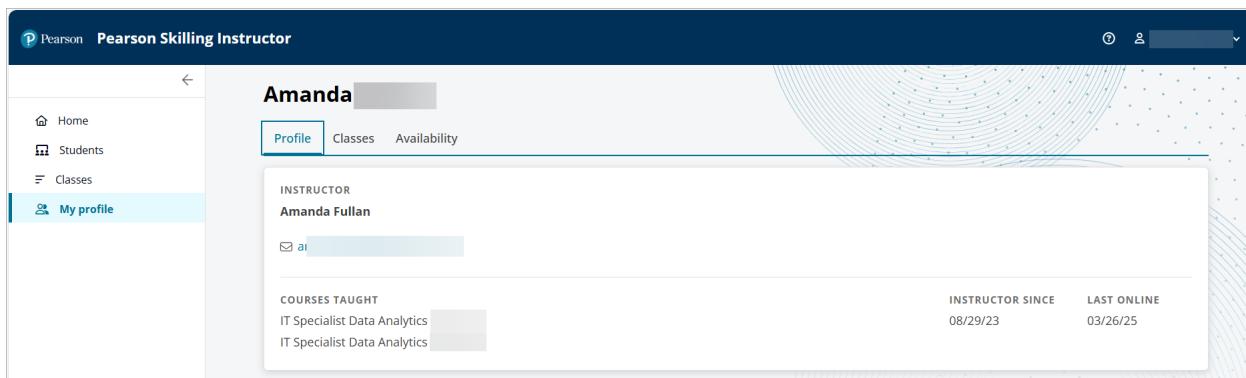
My profile

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



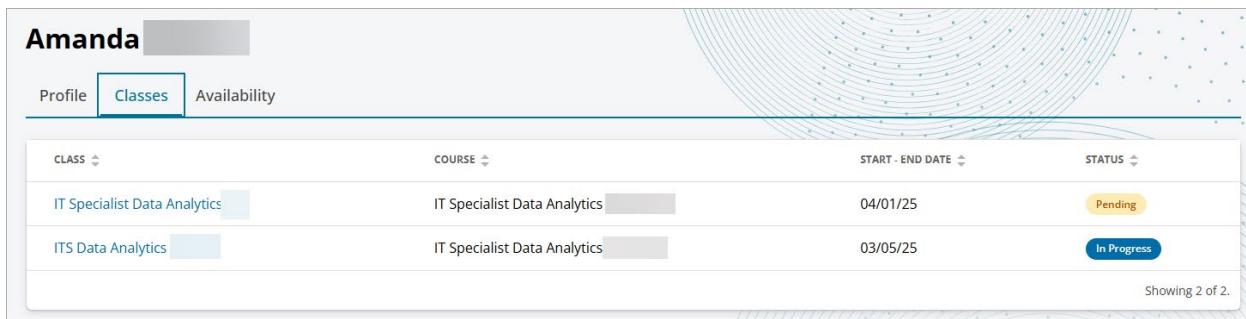
The screenshot shows the Pearson Skilling Instructor interface. The top navigation bar includes the Pearson logo and the title 'Pearson Skilling Instructor'. The left sidebar has links for 'Home', 'Students', 'Classes', and 'My profile', with 'My profile' being the active tab. The main content area is titled 'Amanda' and shows the following details:

- INSTRUCTOR:** Amanda Fullan
- EMAIL:** ai
- COURSES TAUGHT:** IT Specialist Data Analytics, IT Specialist Data Analytics
- INSTRUCTOR SINCE:** 08/29/23
- LAST ONLINE:** 03/26/25

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



The screenshot shows the Pearson Skilling Instructor interface with the 'Classes' tab selected. The main content area is titled 'Amanda' and displays a table of classes:

CLASS	COURSE	START - END DATE	STATUS
IT Specialist Data Analytics	IT Specialist Data Analytics	04/01/25	Pending
ITS Data Analytics	IT Specialist Data Analytics	03/05/25	In Progress

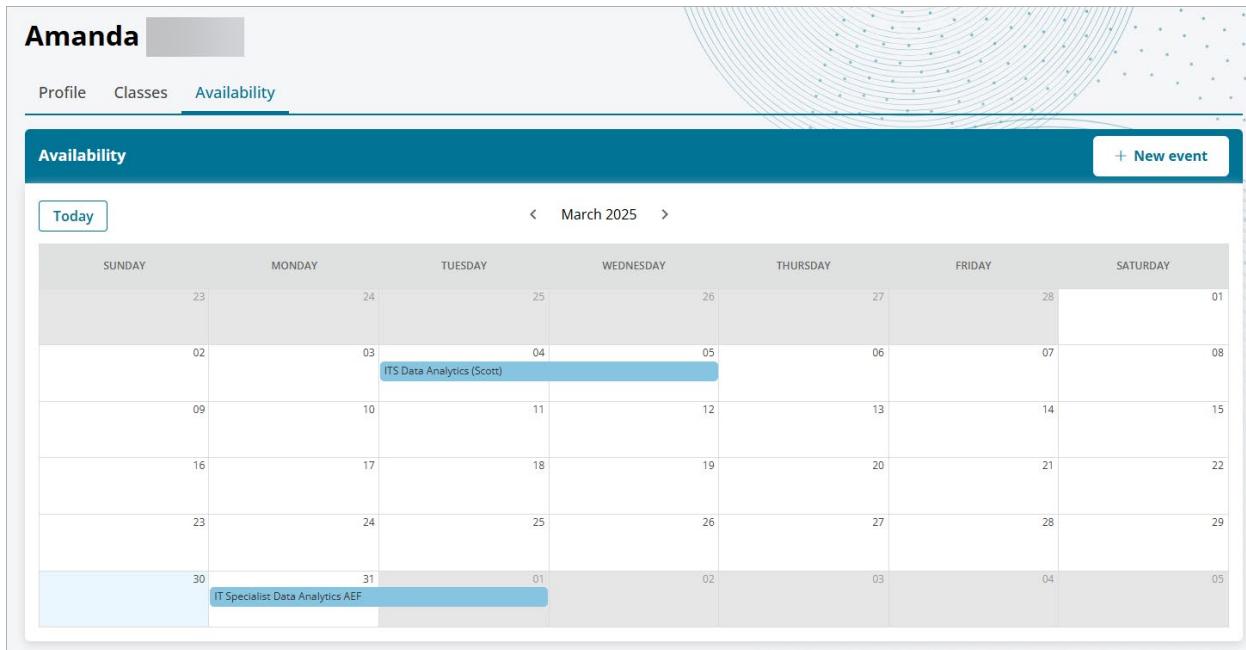
Showing 2 of 2.

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.



A screenshot of the Pearson VUE My Profile page for user Amanda. The page has a header with the user's name and a profile picture. Below the header, there are three tabs: Profile, Classes, and Availability, with Availability being the active tab. The main content is a calendar for March 2025. The calendar shows the following events:

- A blue box labeled "ITS Data Analytics (Scott)" covers the dates from March 3 to March 5.
- A blue box labeled "IT Specialist Data Analytics AEF" covers the dates from March 31 to April 1.

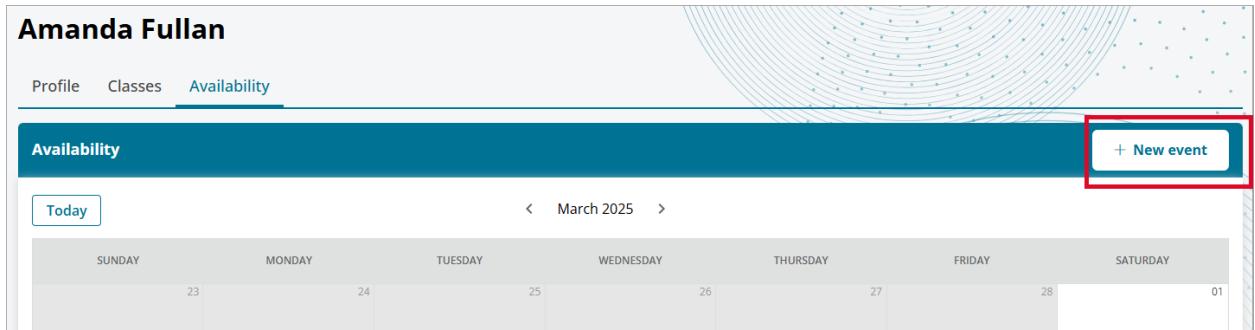
The "New event" button is located in the top right corner of the calendar area.

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.



A screenshot of the Pearson VUE My Profile page for user Amanda Fullan. The page layout is identical to the previous screenshot, with the user's name at the top and three tabs: Profile, Classes, and Availability. The Availability tab is active. The "New event" button is highlighted with a red box. The calendar for March 2025 is displayed, but it currently contains no events.

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**.

New event

Event title

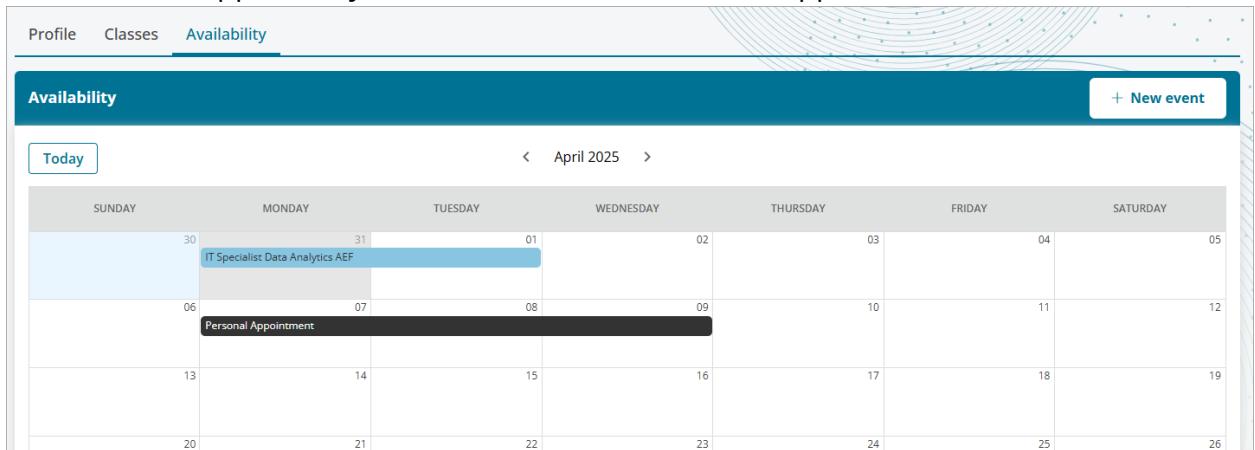
All day Does not repeat

Start date ...

End date ...

Discard Save

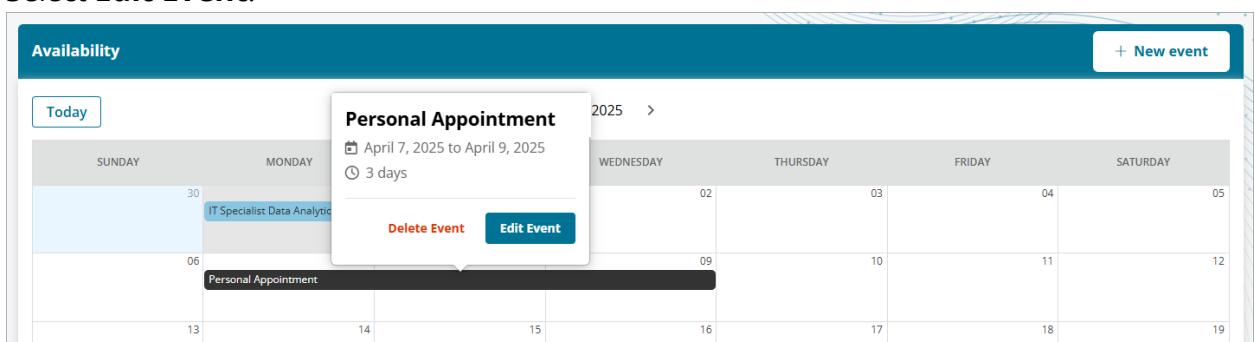
The event will appear on your calendar in black. (Classes appear in blue.)



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**.

New event

Event title

All day Does not repeat

Start date 04/07/2025

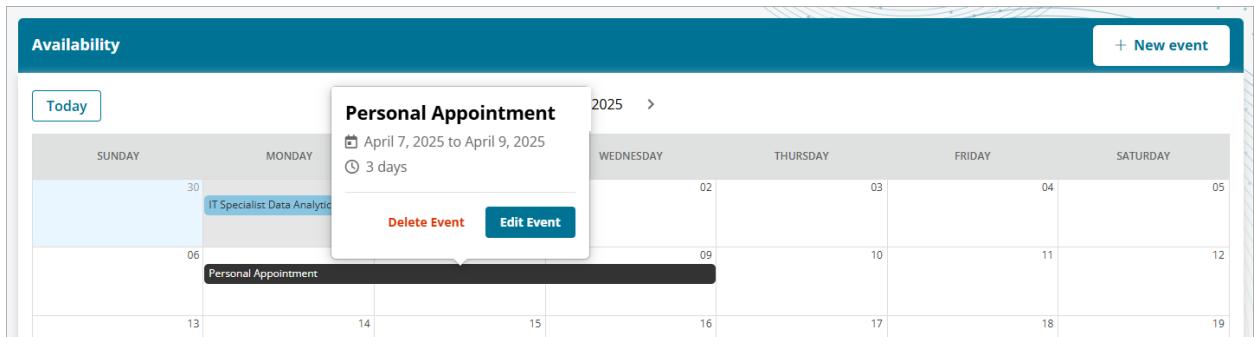
End date 04/09/2025

Discard **Save**

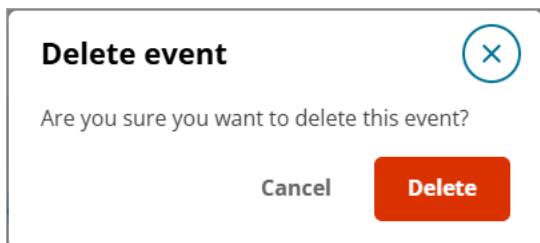
Delete an availability event

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.

[Back to top](#)