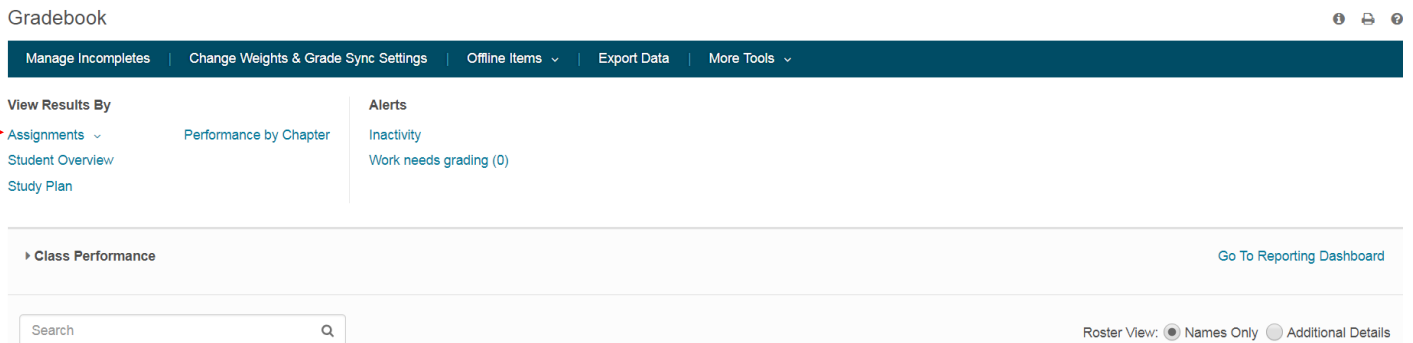


Adding Time for a Student in a Pearson Lab

1. Scroll down to the module that says “MyFinanceLab Instructor Tools” located in the Content tab. It may not say MyFinanceLab as it depends on the lab...Spanish, Psych, etc.
2. Click “MyFinanceLab Gradebook”.
3. Click the arrow next to “Assignments”.



Gradebook

Manage Incompletes | Change Weights & Grade Sync Settings | Offline Items | Export Data | More Tools

View Results By

Assignments (selected) | Performance by Chapter

Alerts

Inactivity

Work needs grading (0)

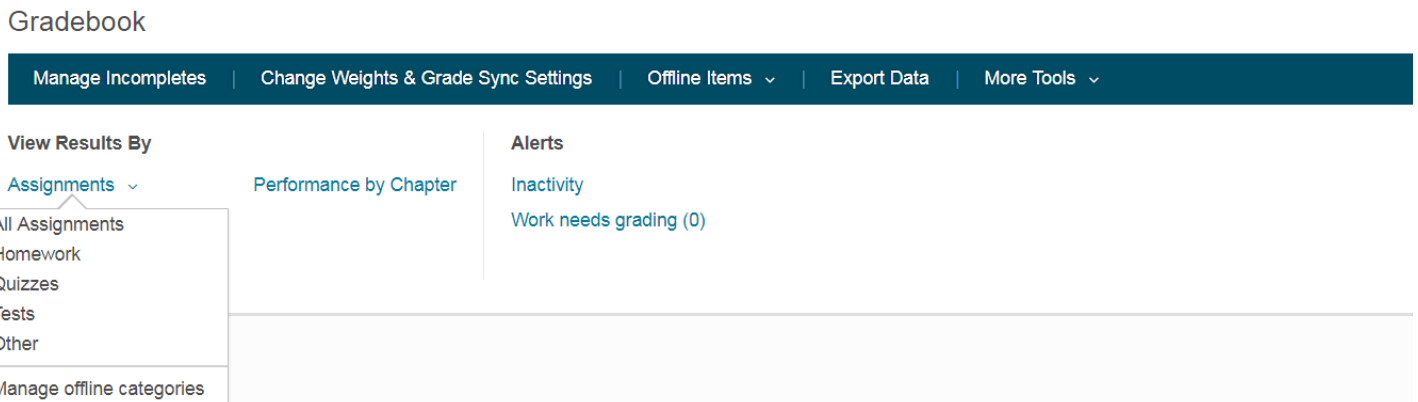
Class Performance

Go To Reporting Dashboard

Search

Roster View: Names Only (selected) | Additional Details

4. Select “Quizzes” from the drop-down list.



Gradebook

Manage Incompletes | Change Weights & Grade Sync Settings | Offline Items | Export Data | More Tools

View Results By

Assignments (selected) | Performance by Chapter

Alerts

Inactivity

Work needs grading (0)

All Assignments

Homework

Quizzes (selected)

Tests

Other

Manage offline categories

5. Scroll down to the student name and click on the name. The names of all the students are in blue.
6. Click “Select” next to the workshop quizzes.

You are viewing: Assigned Quizzes Quiz Me

Results from entire course to date.	Correct/Total	Score	Time Spent	Date Started	Date Worked	Actions
Workshop One Quiz - Chapters 1, 3, 14		--				-- Select --
Workshop Two - Quiz on Chapters 2 and 4		--				-- Select --
Workshop Three - Quiz on Chapters 11, 12, 13, and 16		--				-- Select --
Workshop Four - Quiz on Chapters 5, 6, 7, and 8		--				-- Select --
Workshop Five - Chapters 9, 10, and 15		--				-- Select --
Demo Workshop 1 Quiz		--				-- Select --

7. Select "Settings Per Student".

► Show Overall Score

Quizzes ▾ All Chapters ▾ Study Plan Results

You are viewing: Assigned Quizzes Quiz Me

Results from entire course to date.	Correct/Total	Score	Time Spent	Date Started	Date Worked	Actions
Workshop One Quiz - Chapters 1, 3, 14		--				-- Select --
Workshop Two - Quiz on Chapters 2 and 4		--				-- Select --
Workshop Three - Quiz on Chapters 11, 12, 13, and 16		--				-- Select --
Workshop Four - Quiz on Chapters 5, 6, 7, and 8		--				-- Select --
Workshop Five - Chapters 9, 10, and 15		--				-- Select --
Demo Workshop 1 Quiz		--				-- Select --

Context menu for the third row:

- Email Student
- Submit Score
- Settings Per Student
- Omit

8. A pop-up window will appear, and you can adjust the total time allowed. Click "Save Settings" when done.

To personalize settings for more than one student at a time, go to the Homework/Test Manager and select Settings per Student for the assignment.

Quiz: Workshop One Quiz - Chapters 1, 3, 14

Student: [REDACTED]

Use Class Assignment Settings

Use Individual Student Settings

Assigned Assigned Unassigned

Available  

Due  

Allow students to work and change score after due date

Require final submission  

Deduct late submission penalty  Penalty 

Password Required password [Show...](#)

Number of Attempts Limit number of attempts to

Time Limit Limit total time allowed to minutes
 Show time remaining during quiz

Cancel

Save Settings