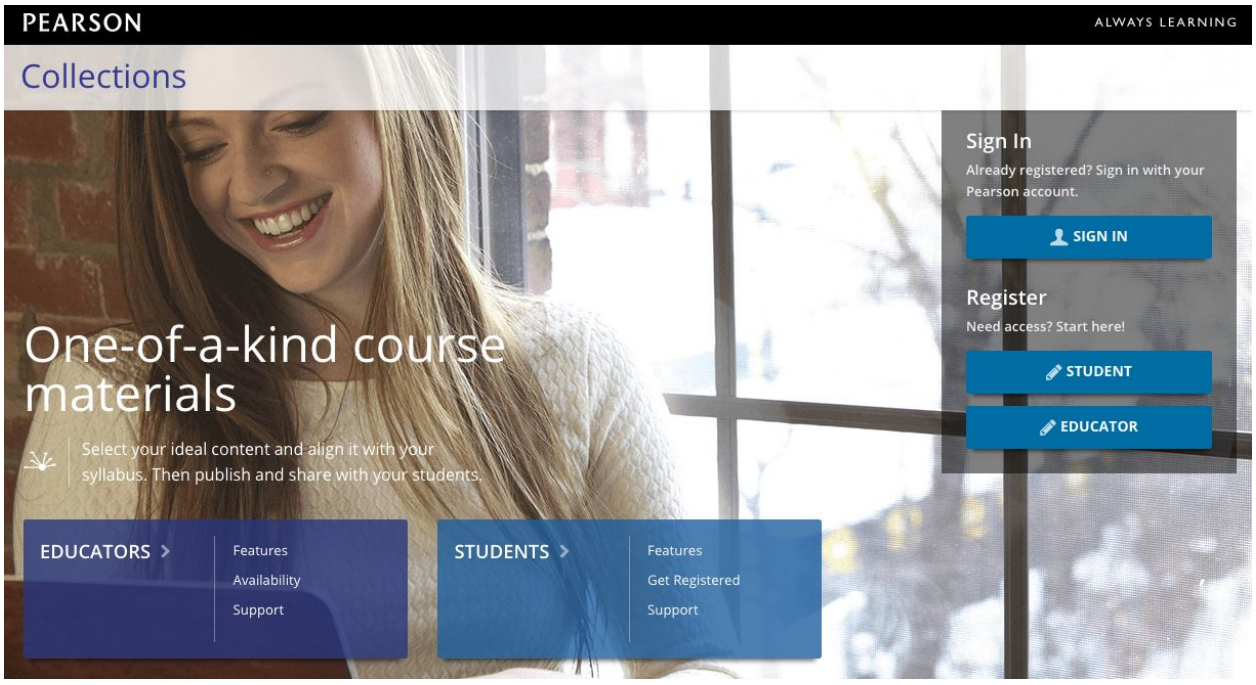
Pearson Collections: Tutorial

- Overview and Access
- Using Collections
- Help and Support for Collections
- Searching for Content
- Building a Collection
  - Adding Original Material to Your Collection
  - Assembling Your Content
  - Selecting Cover Art, Finalizing Your Collection

Overview and Access

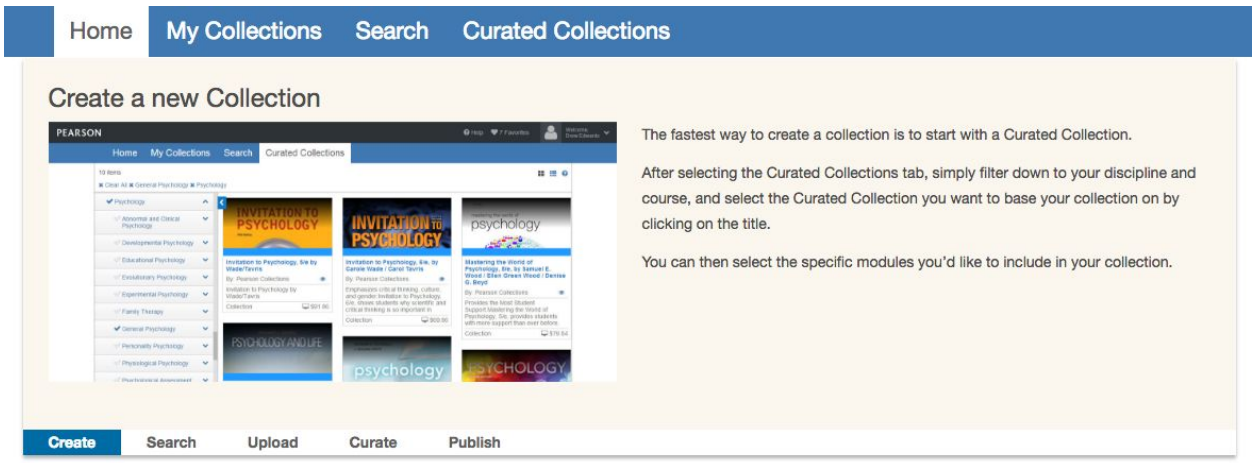
Welcome to Pearson Collections, a new application designed to enable instructors to design a custom collection of course materials, using Pearson, Open Educational Resources and their own content. You can use this build system to create a fully digital (eBook) collection to match your class. Or, you can create a printed textbook with the chapters you need from your preferred text (or texts), plus printable resources such as lessons and images. To log in, go to: www.pearsonhighered.com/collections and click on Sign In.



This page has links to features, design services and other information of interest to instructors. Click Sign In and then log on with your MyLab/Mastering account credentials

(NOTE: If you need an educator access code, please contact your Pearson Representative to obtain an access code for MyLab/Mastering and Collections). Once you have an access code, click on the "Educator" button underneath "Register", to register for Collections. Once you are registered, click "Sign In" when returning to Collections, to sign into Collections.

Using Collections



This is your "Home" page. When you first log on, there are no Collections in your account, and you will see a brief overview of important areas of the Collections website.

When you first start building a Collection, you can find it quickly by clicking the drop- down menu next to "See your most recent Collections," and clicking "In Progress".

After you publish a Collection, but before it is approved by Pearson, the Collection is found by clicking Published and Pending Approval.

Once a Collection is approved for students, it is found by clicking Published and Approved.

If a Collection is not approved, which can happen if, for example, one uploads content from another publisher and permissions haven't been cleared, it is found by clicking Published and Not Cleared for Use.

You can see all of your collections at once by clicking the See All of Your Collections link.

Help and Support for Collections

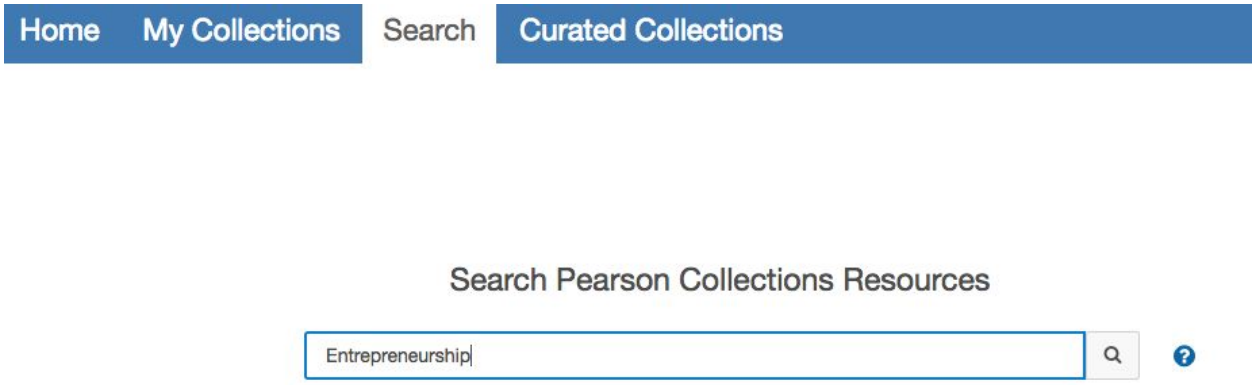
If you need help at any point while using Collections, simply click on the small blue help icons that are displayed throughout each Collections page:

A full, comprehensive, searchable help menu is available, via the top bar of Collections, here:

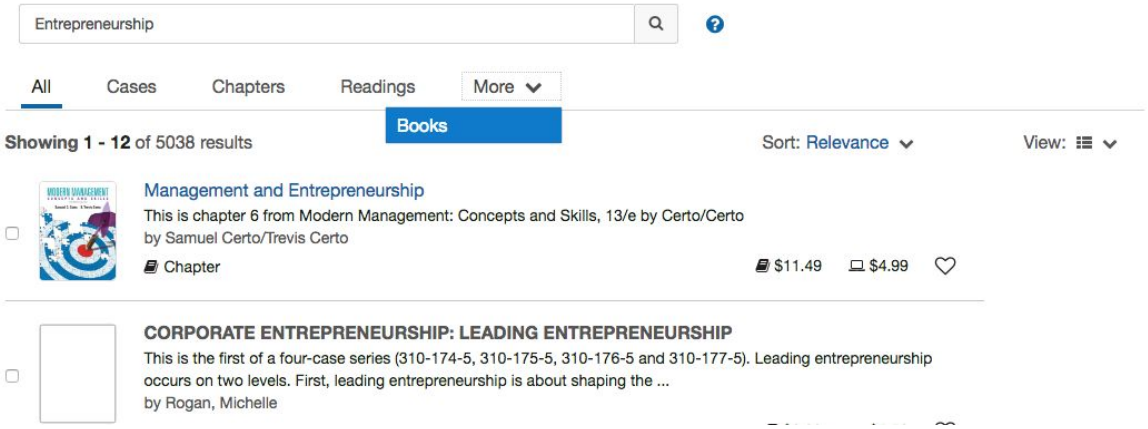
Pearson Tech Support is also available, via our Educator Support page. Simply click on the link to contact tech support.

Searching for Content

Simply click on the Search tab, to get started. You can enter words, author names, or ISBNs, in this field.

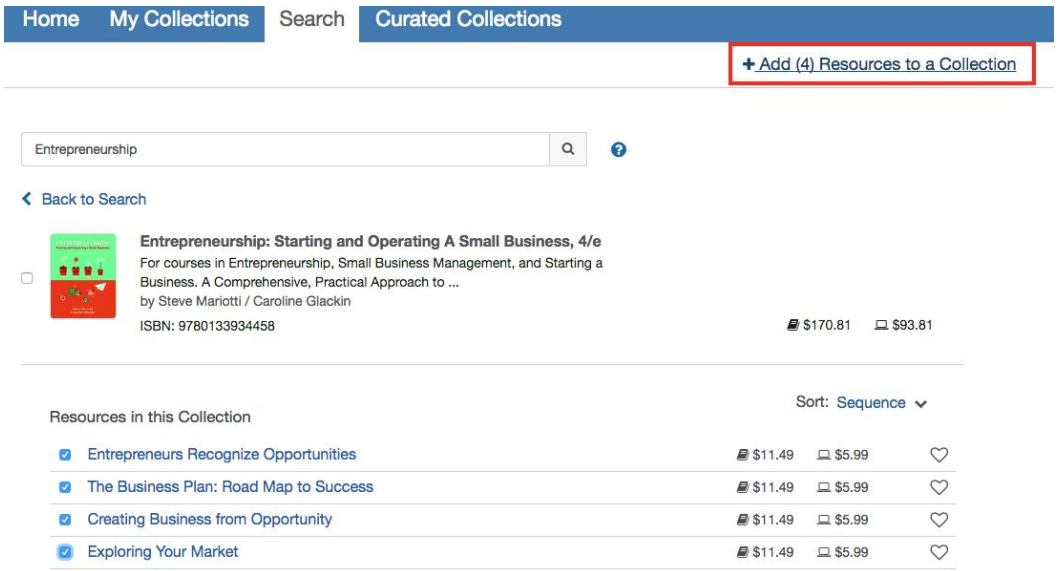


In this example, a search for “Entrepreneurship” yields a variety of content. To examine book content, select “Books” from the tabs above the search results.

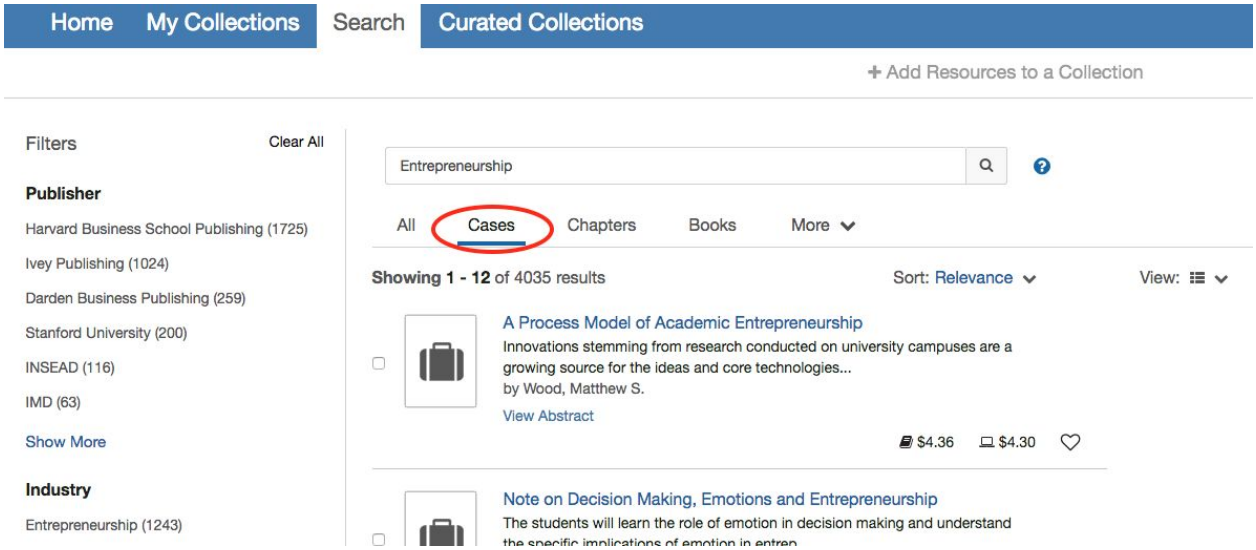


When viewing “Books”, click on the “View Resources” (or “View Table of Contents”) link to see all of the book’s chapters.

In this example, I have now selected the first four chapters of this book, to add to a Collection. Note the little checkboxes are selected -- selecting little checkboxes will be a repeating theme throughout Collections.



Of note: for business disciplines, we have hundreds of business cases available, by publishing groups such as Ivey and Harvard, which can be added to your Pearson Collection.

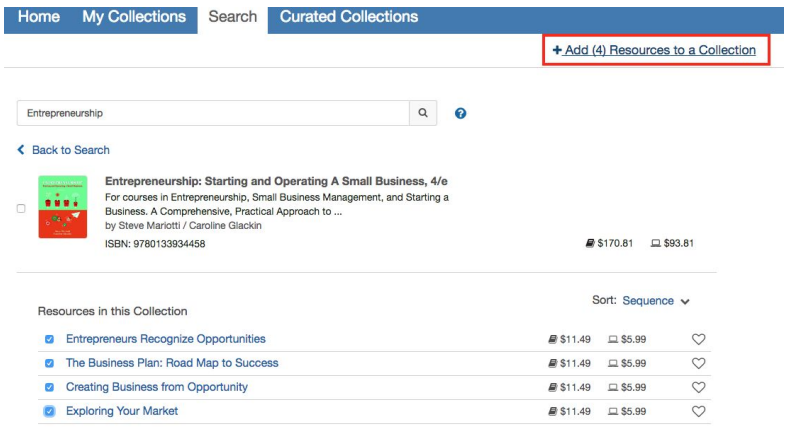


One note on Curated Collections: Curated Collections were previously used to represent full books and sets of business cases; the Curated Collections tab is, at this point, mostly unnecessary and will possibly be removed from Collections in the near future. Instead of using “Curated Collections”, simply use the “Search” feature and then after searching, select “Books”.

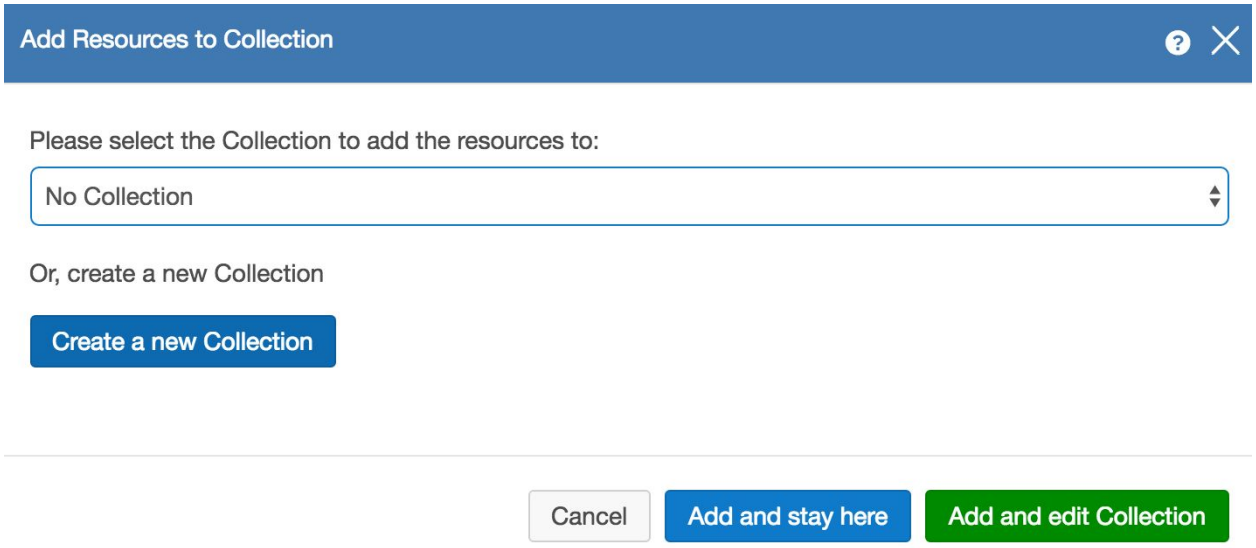
Building a Collection

Now that we’ve searched for, and selected content, it’s time to build a Collection. Here’s how it’s done.

Select the content you’d like to add, and simply click “+ Add (X) Resources to a Collection” near the top right of the screen. In this example, I have selected four chapters from an Entrepreneurship title.



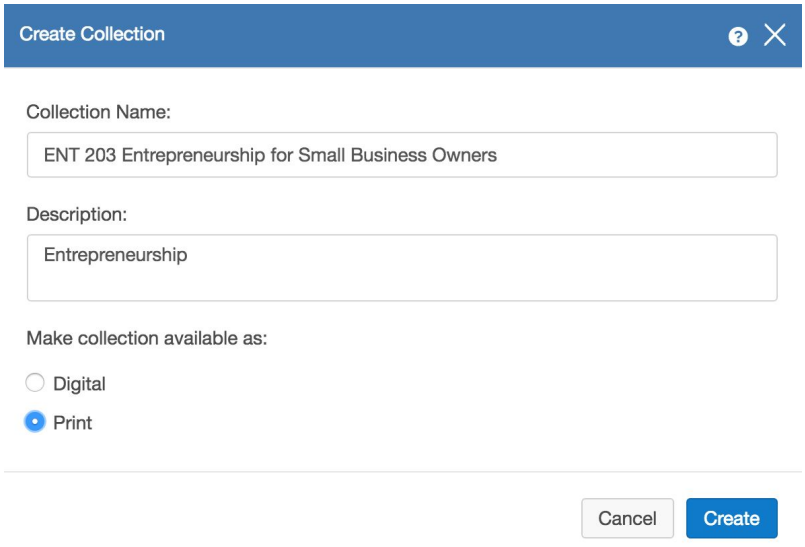
Now, if you already have a Collection created, you can select it from the drop-down menu. Otherwise, select the button to “Create a new Collection”.



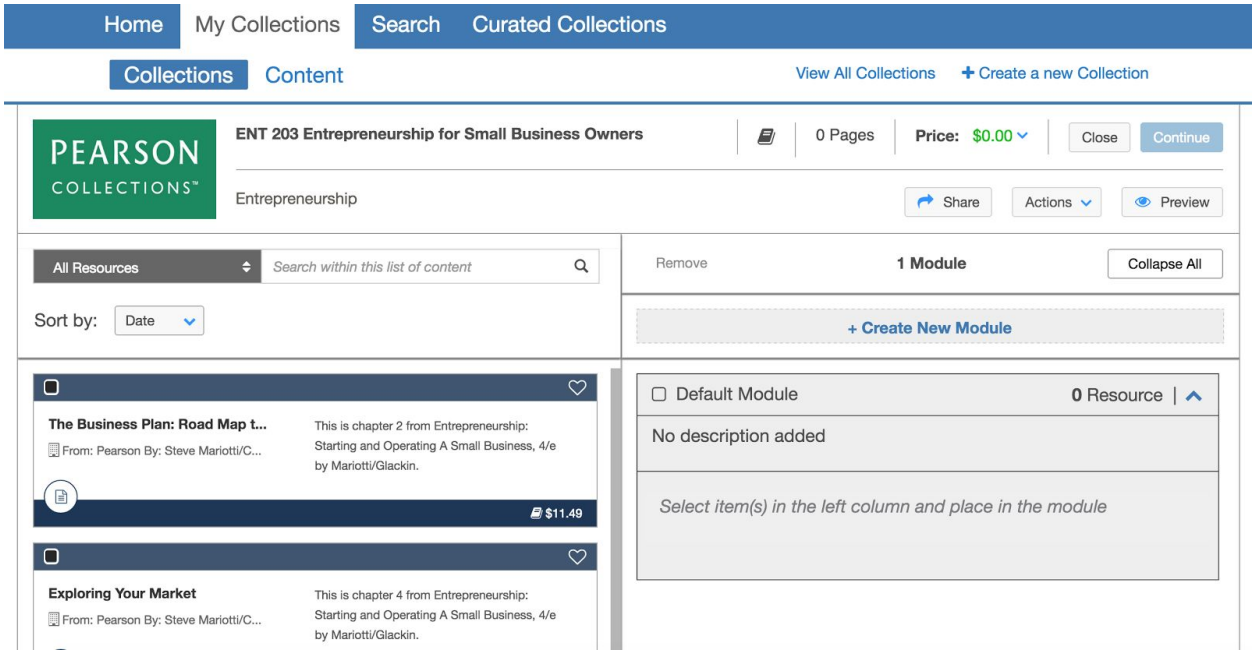
Give your Collection a name and a description; description is optional. Also, select if you’d like to create a print book, or if you’d like to create an eBook aka “Digital Collection” (note that eBooks are delivered via a single link where students can either register an access code from the bookstore, or purchase access directly via a credit card).

In this example, I am creating a custom print book.

NOTE: Canadian users, disregard notes about Digital Collections. Digital Collections are not available in Canada, at this time.



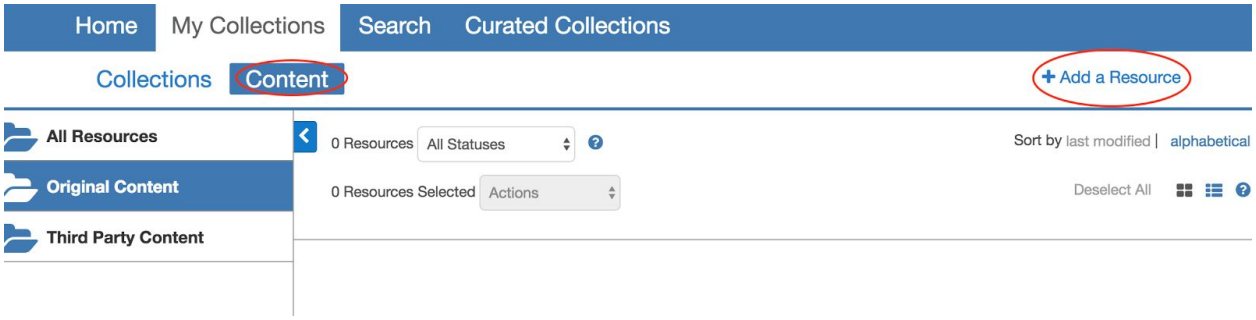
After clicking “Create”, you will see a green bar confirming that the Collection has been created, and you be redirected to a screen where you can assemble your content.



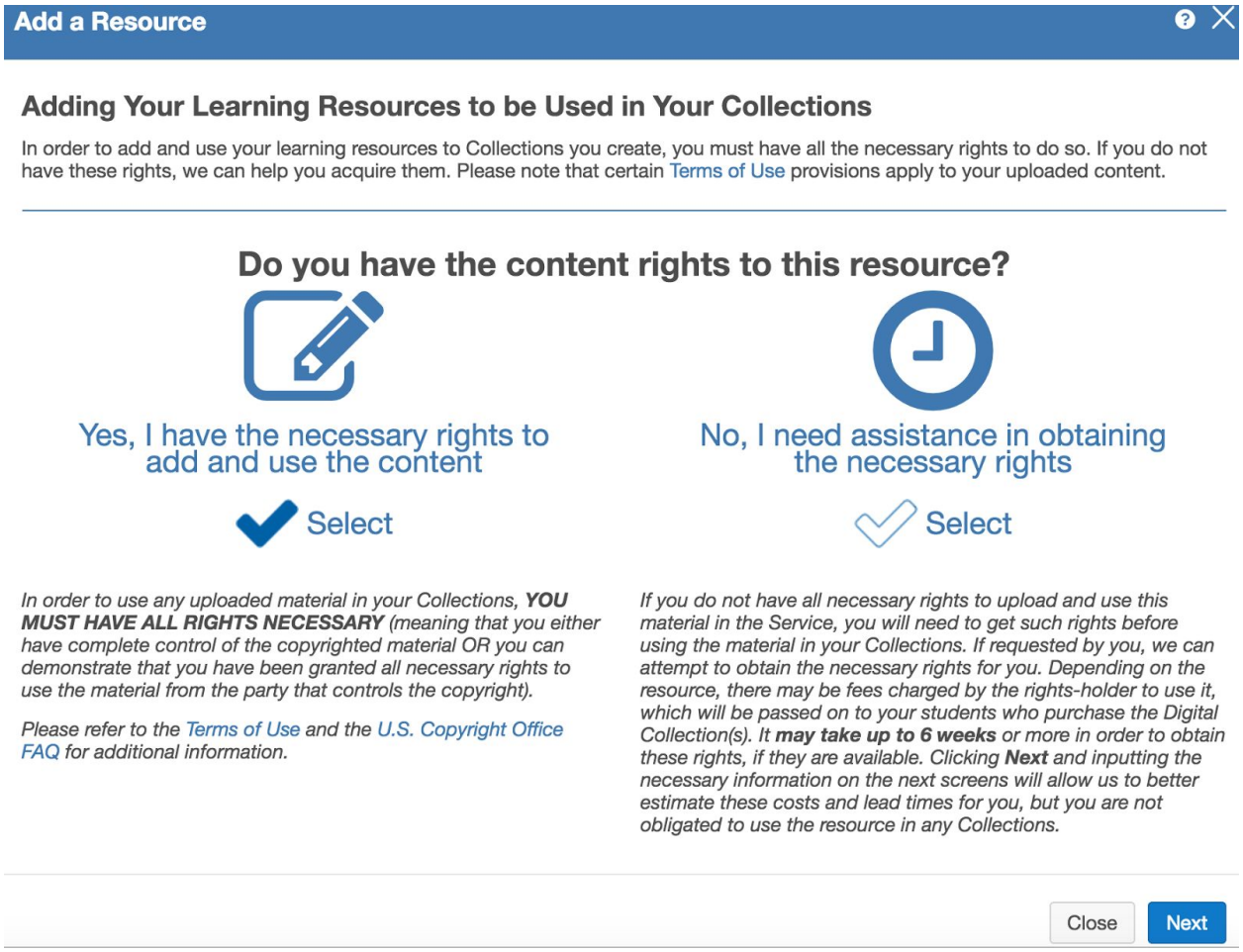
Adding Original Material to Your Collection

You can add your own content to your Collection, to accompany Pearson content or to simply build a Collection of *just* your content. Here’s how to do it.

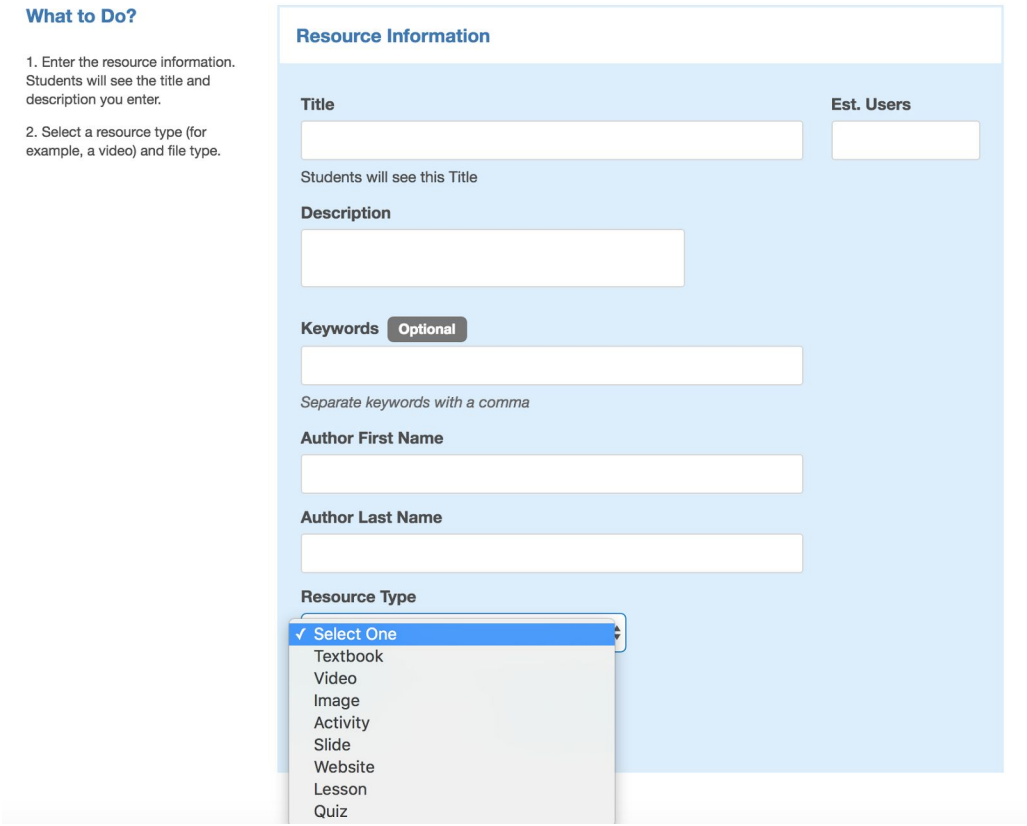
Within the screen where you assemble the content, click the “Content” heading near the top left. Then, click “+ Add a Resource”.



Now, select “Yes” if you own the rights to your content, or “No”, if you don’t. Note that if you do not have the rights to your content, we can assist with the process of obtaining rights, but it could take a significant amount of time and may add cost to the project, and require a minimum enrollment adoption, in order to use the content.

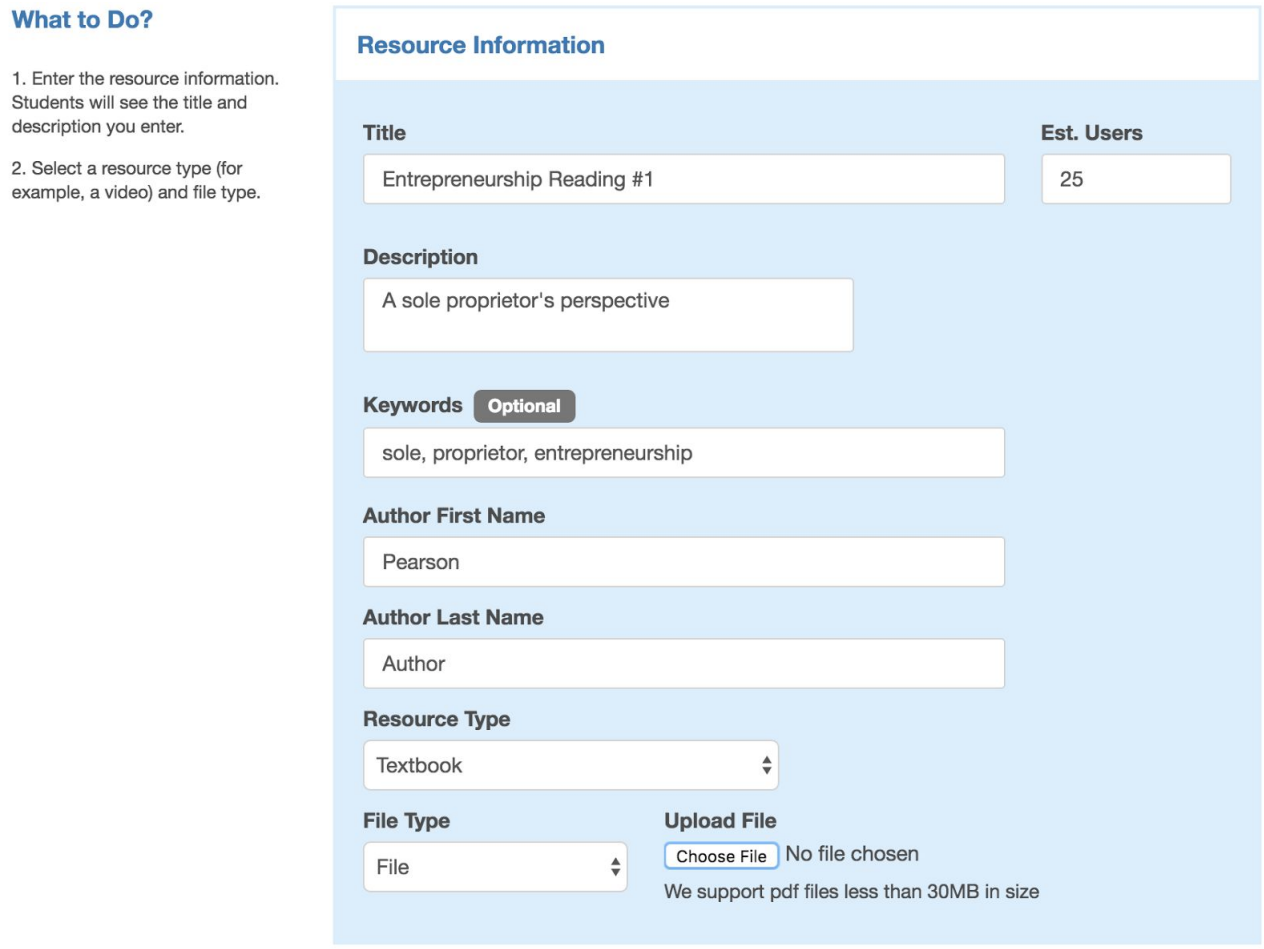


After clicking “Next”, you’ll need to fill out all of the relevant information for your content. Note that the Resource types available are limited to seven types.



The most common type of content would be “book” which will allow you to then upload a PDF file, or link to an external URL for a PDF file to your Collection.

NOTE that PDF files are the the only type of content supported by print collections. Digital Collections may contain other file types.

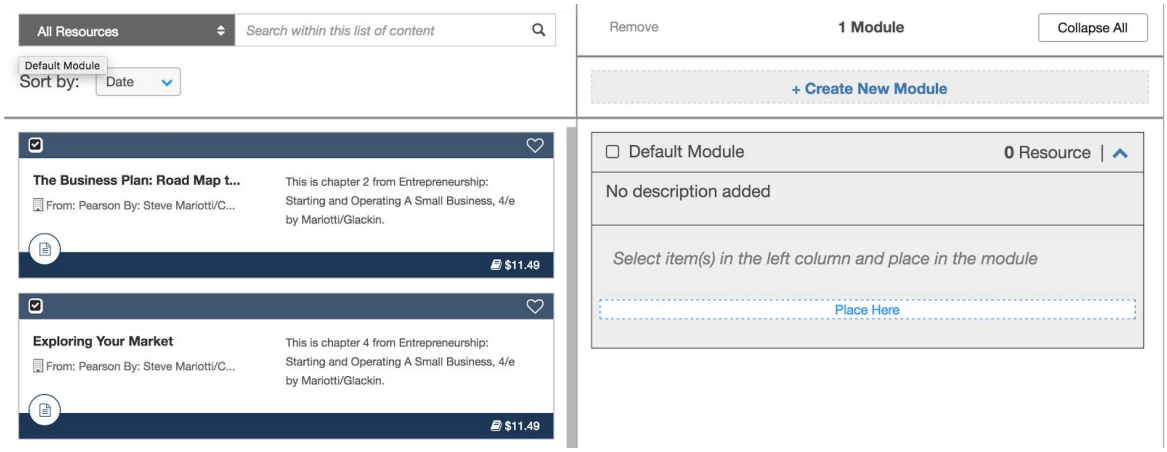


Once you have selected the file, the original material will then be available to assemble into your Collection, as if it were simply another chapter or resource. Continue, below, to learn about how to assemble your content.

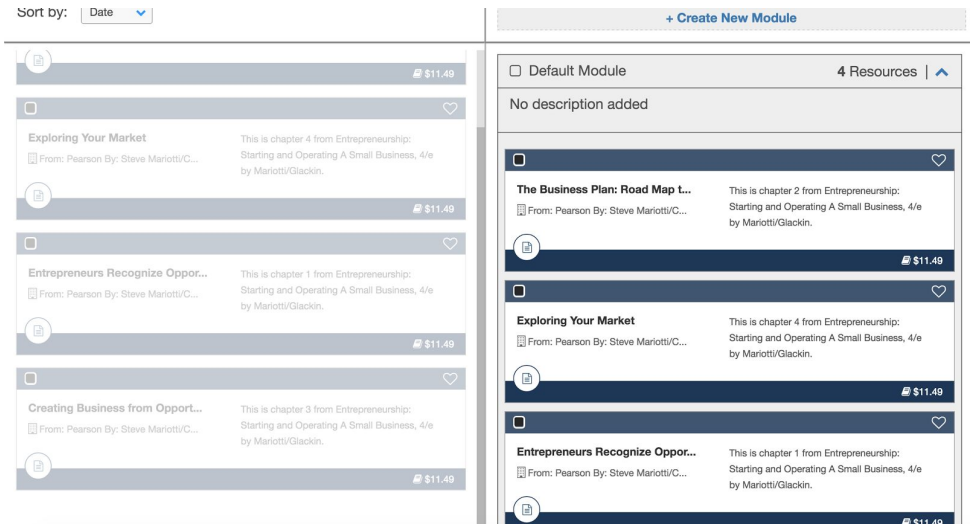
Assembling Your Content

Here's where it gets a little bit tricky. Each of the blue bars on the left represents a content item; again, in this case I have four chapters of an Entrepreneurship book.

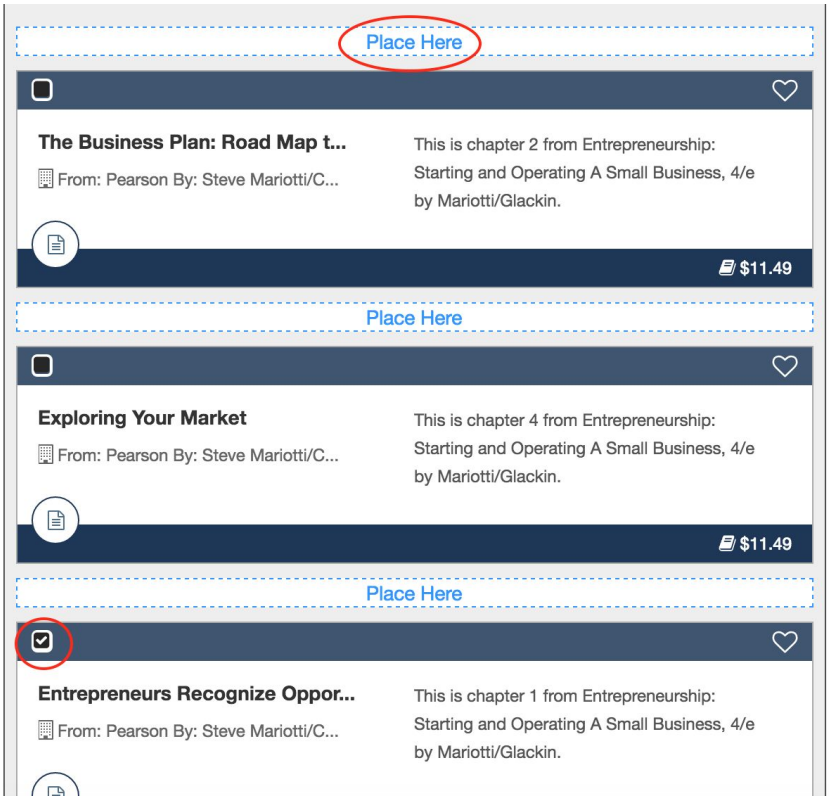
Select the little checkboxes at the top left of each item. After selecting item(s) you will see, on the right side, little "Place Here" links appear. The "Place Here" links will not appear until you have selected an item.



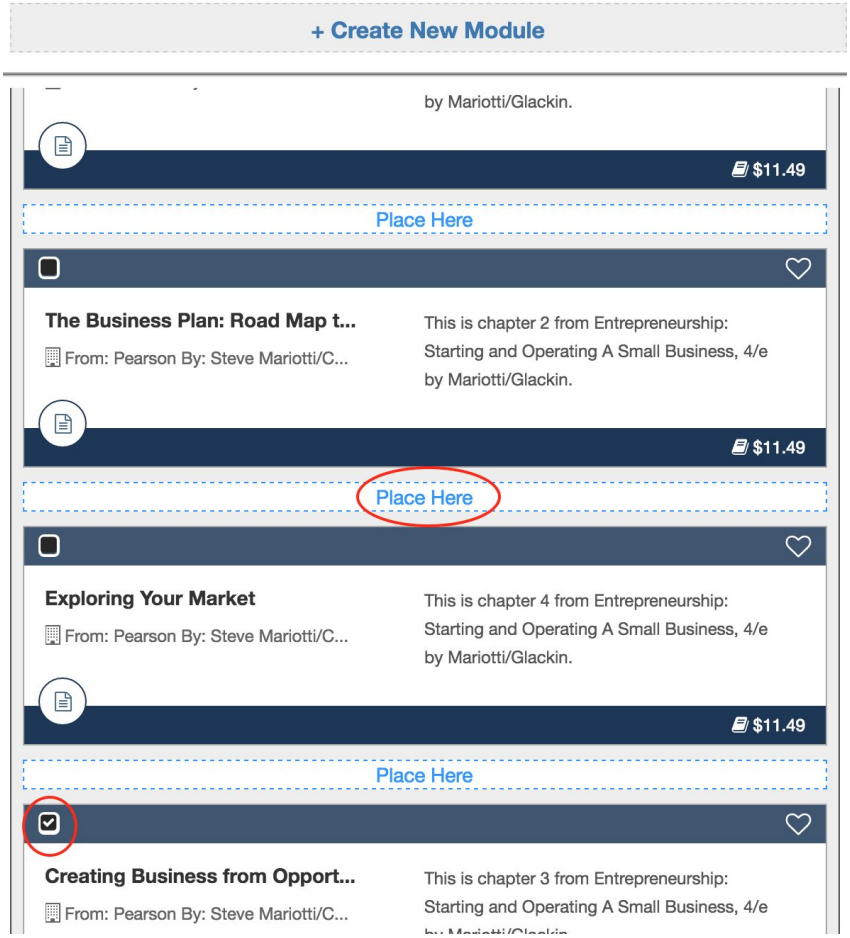
Click “Place Here” on the right side to add the selected content to the Collection, and you will now see the content move to the right side, where you can re-order or reorganize the content.



To re-order the content, again you will select the little checkboxes and then click the “Place Here” links to move the content. In this example, I am putting these four chapters in the order that the occur in the source textbook. I have selected the chapter 1 item and am moving it to occur before chapter 2 by clicking “Place Here”



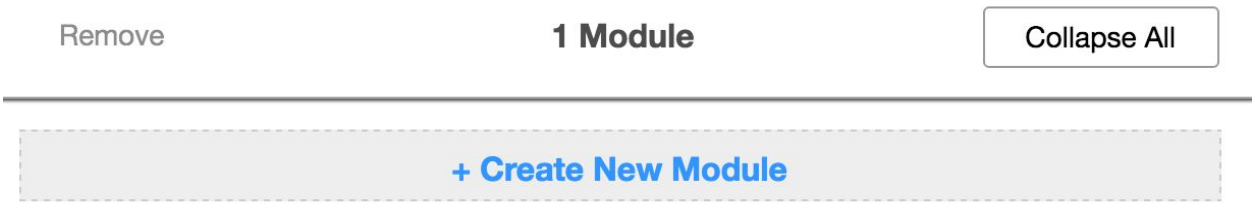
Now, I repeat this step for chapter 3, to move chapter 3 between chapters 2 and 4.



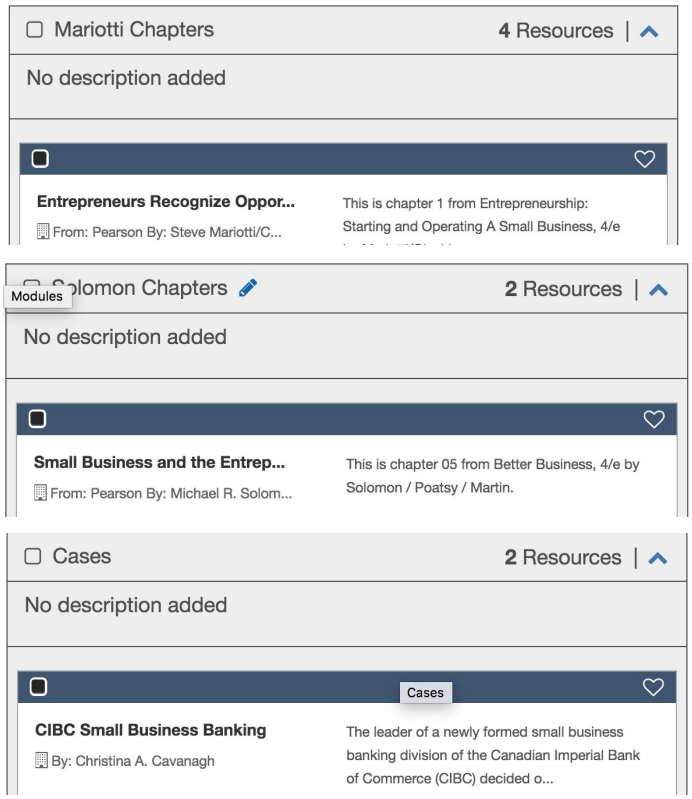
Now, my chapters are in order: 1, 2, 3, 4

Note that you can also create “Modules” to organize content, for example, if I were combining these four chapters with chapters from a different book, I’d want to create two modules, one for each book’s set of chapters.

Also note: at any time, you can simply click “Search” to find and add more content. Your Collection will automatically “save”. There’s no need to click any save buttons.

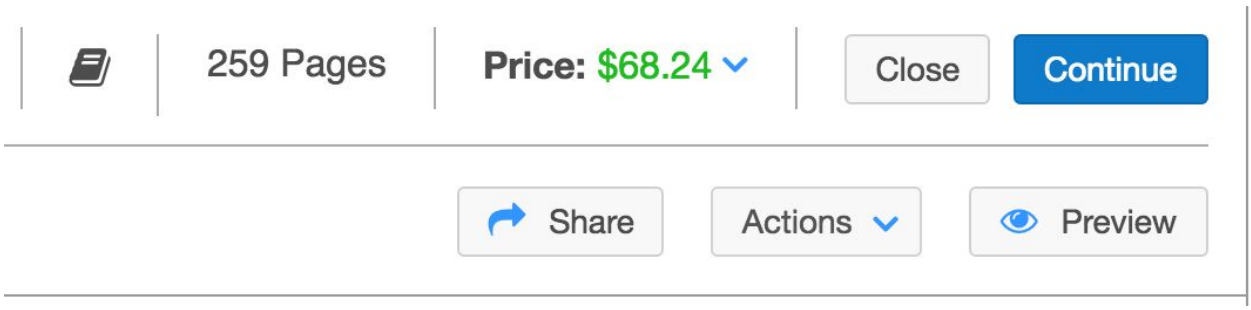


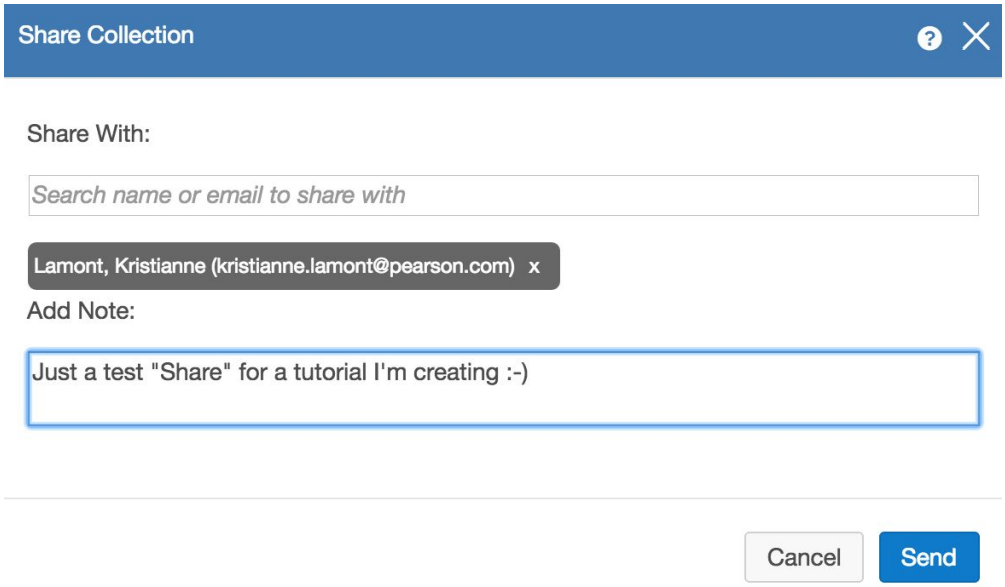
Here's an example where I've added two more chapters from another book, plus two business cases; I've created three modules representing each section: Mariotti Chapters, Solomon Chapters, and Cases.



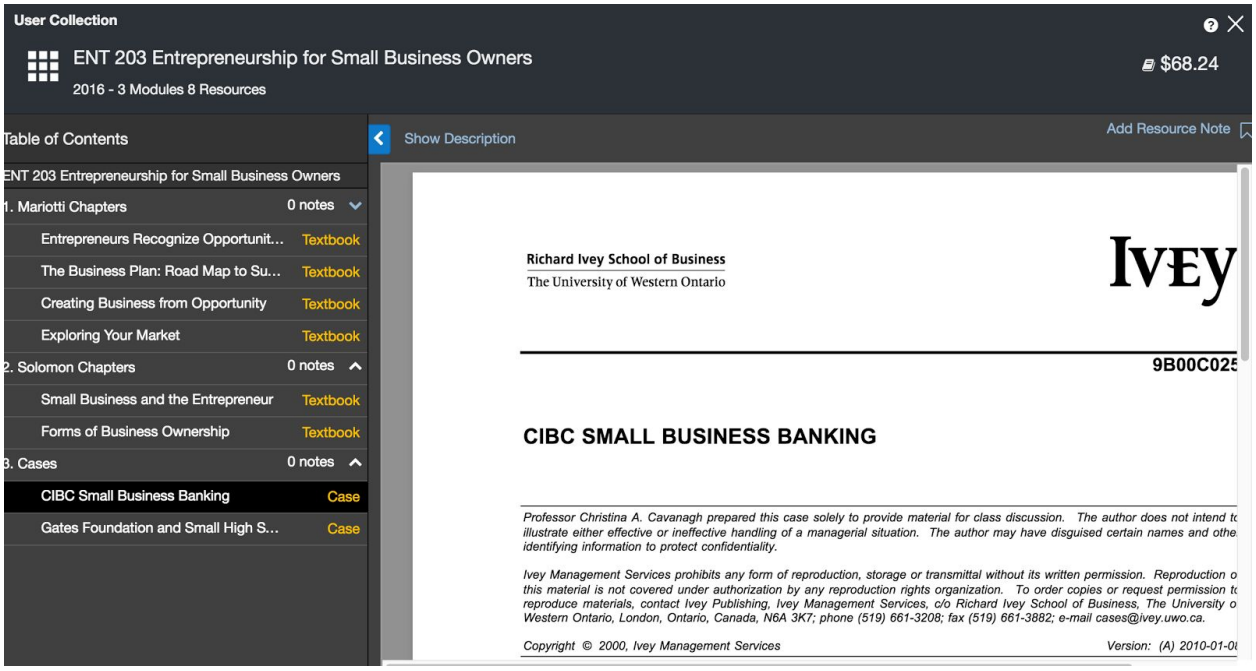
The price and total page count are displayed at the top of the page, along with a link to Share the collection with other Collections users, as well as Preview, Copy, and Delete the Collection. I'm going to share this Collection with someone and then will be ready to continue.

Note on the "Share" feature: users who you share the Collection with, with be able to edit or delete the Collection. Share wisely!

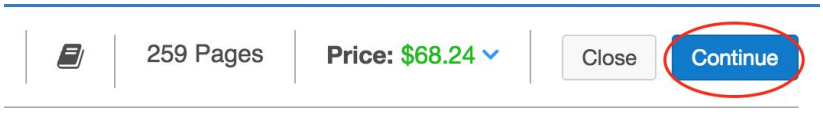




The “Preview” feature will allow you to look at your Collection before proceeding. Close the preview by clicking the X at the top right.

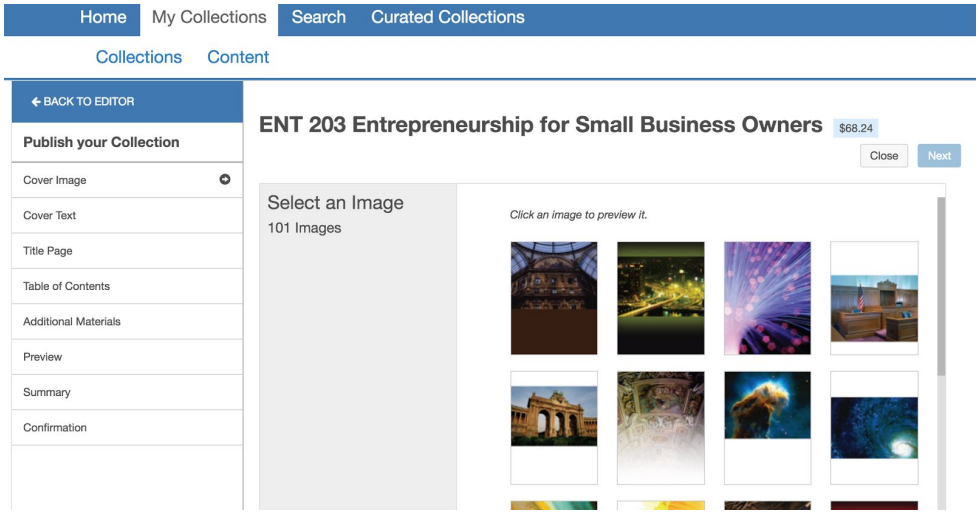


When you’re ready to continue, click the Continue button and you’ll now be able to select your cover art, as well as finalize all of the details for your Collection and view a final preview.



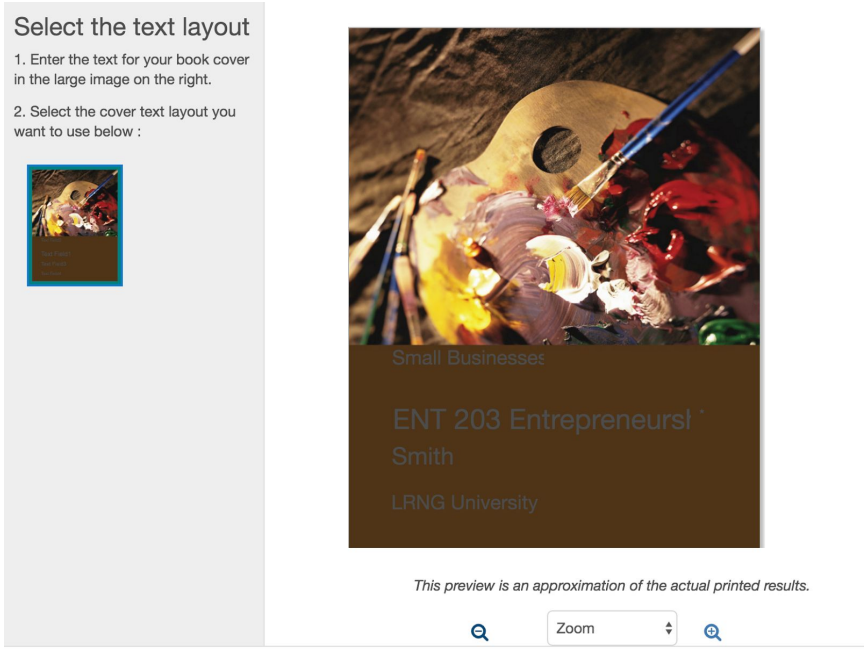
Selecting Cover Art, Finalizing Your Collection

Select a cover art image for your Collection's cover.

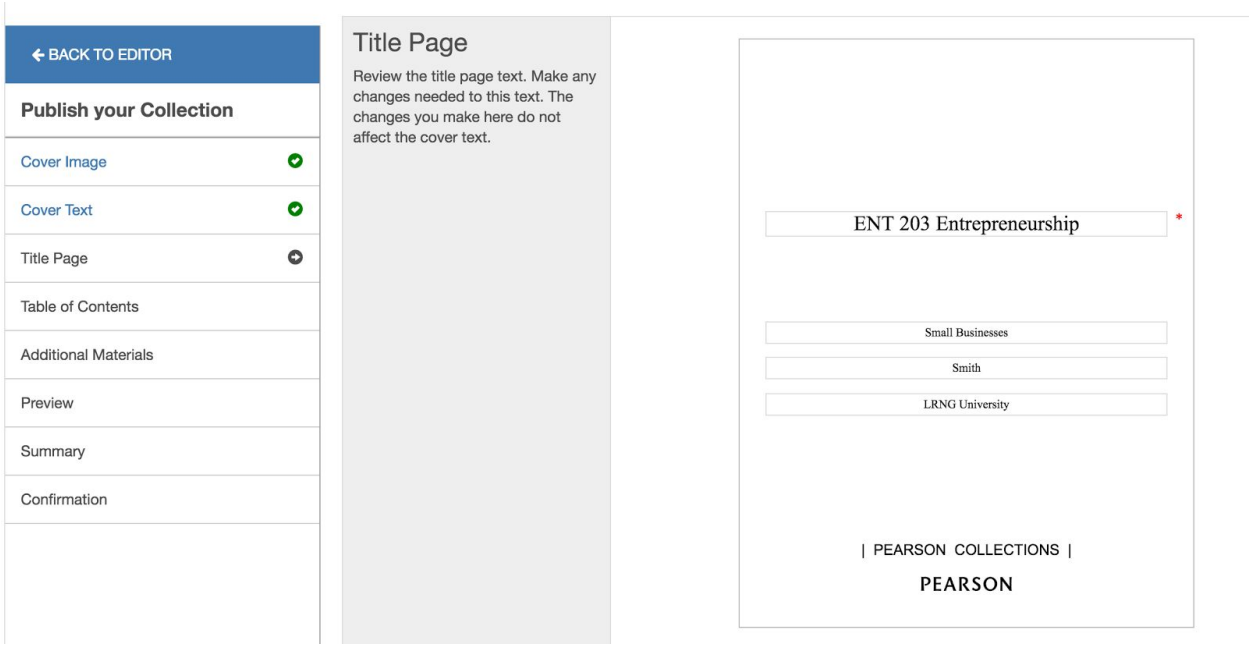


Note that at any time, you can go back to the editor to edit your Collection, via the "Back to Editor" link at the top of the left side of the screen.

Select your cover and text that you'd like to appear on the cover. Note that there are limitations to the numbers of characters that can be input on a cover, the limitations vary cover to cover, based on the cover design.

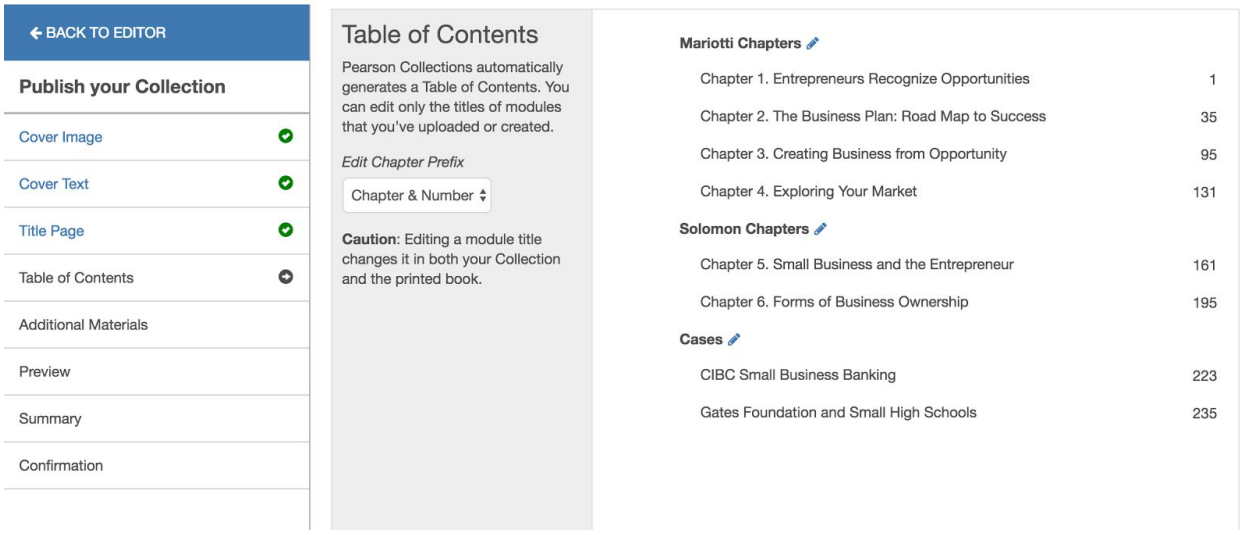


Click “Next” to view your title page. Note that the fields from the cover, will automatically populate the title page.

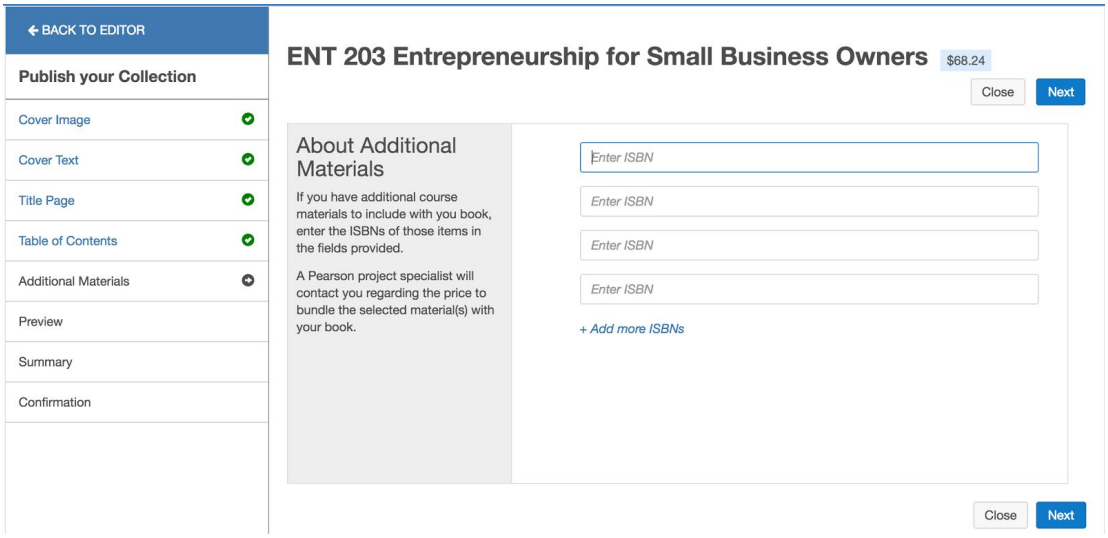


IMPORTANT NOTE: if you leave any fields blank on the title or cover page, those fields will simply be blank on your final cover. At the end of the process you will be able to preview the final cover.

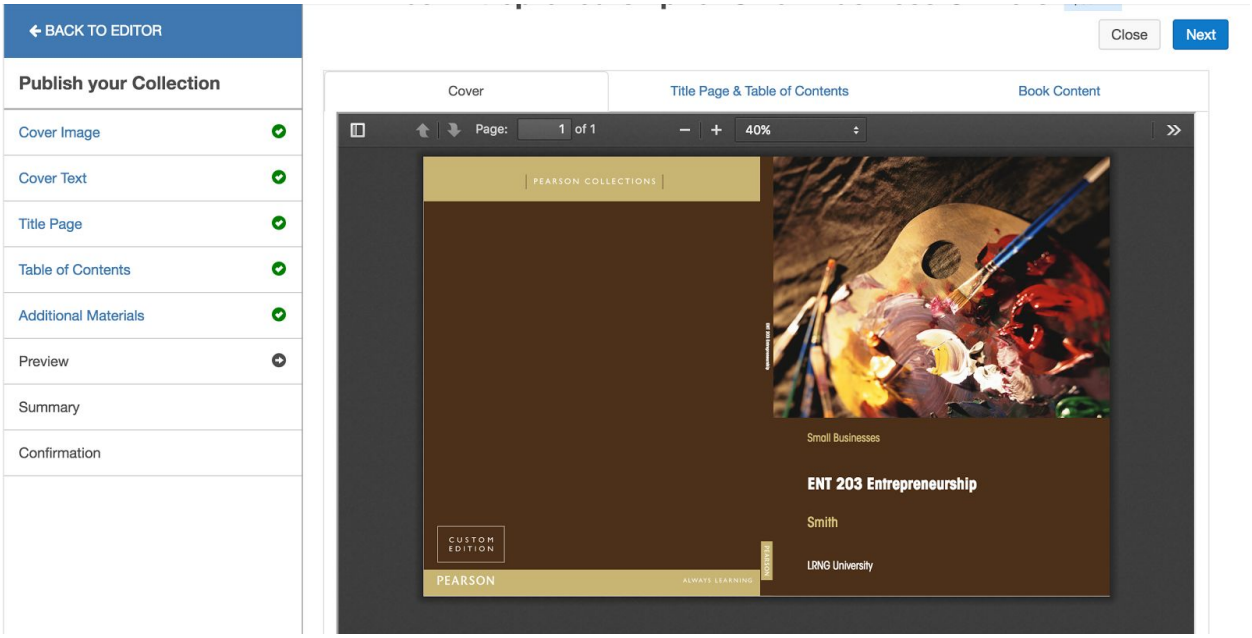
Next, preview and confirm your table of contents.



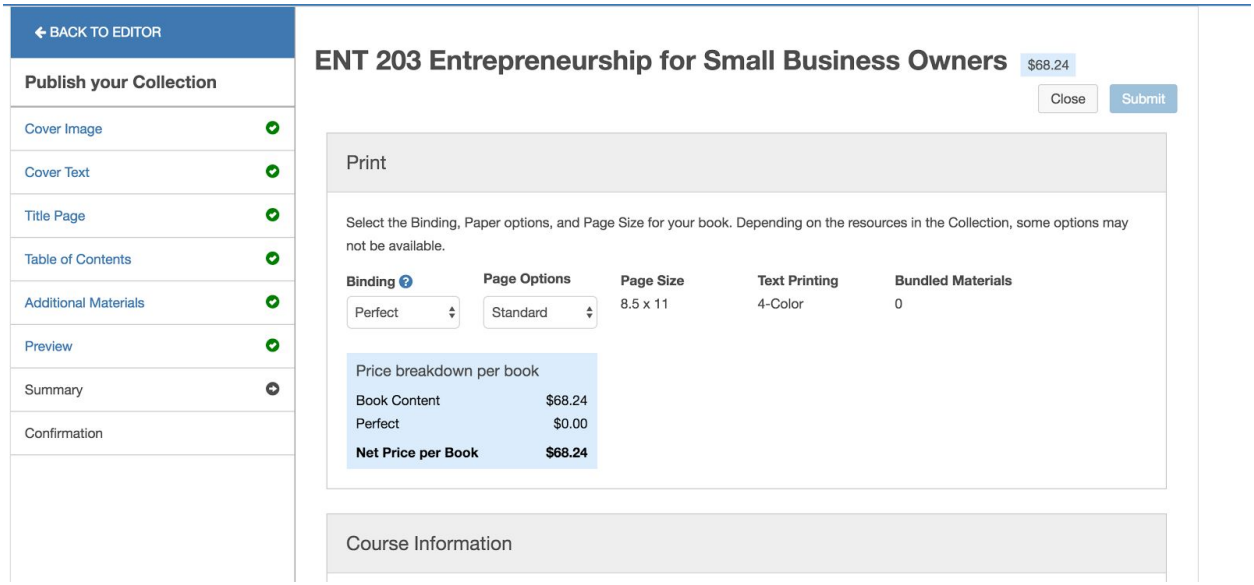
Next, you'll have the ability to add other materials to a package with this new custom Collection. For example: if you wanted to package another Pearson book or MyLab access code card, with this custom Collection, just fill out the access card ISBN, here.



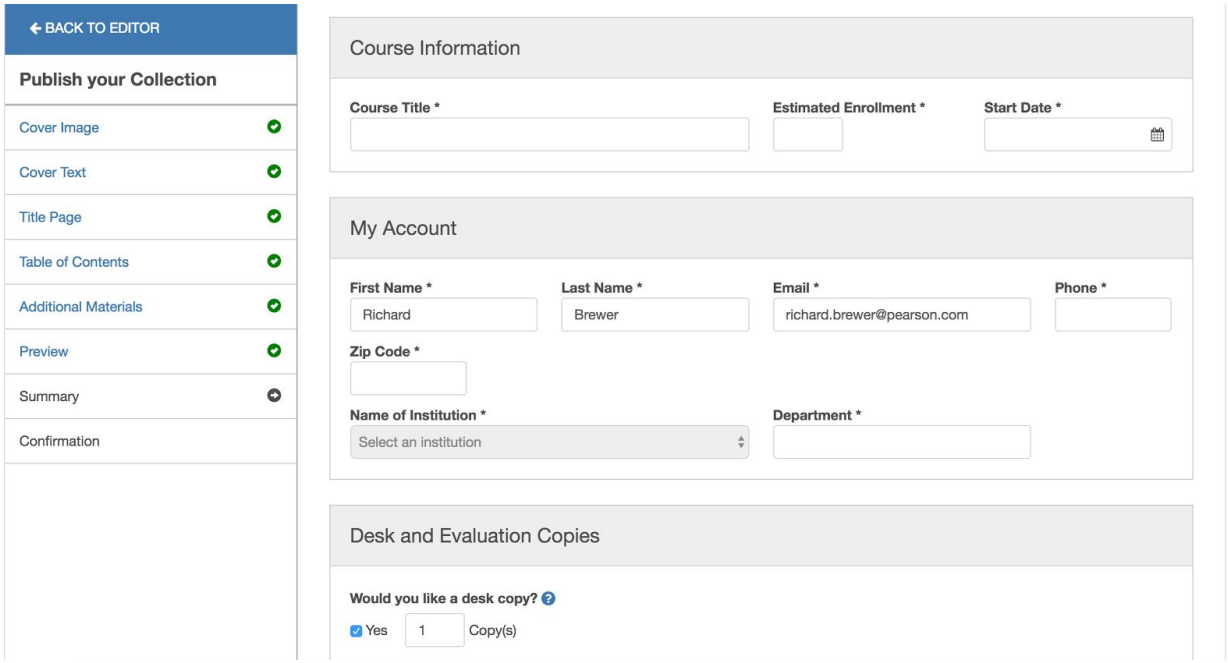
Next, you will be able to preview your entire Collection. Note that there are separate tabs previewing the Cover, Title Page & Table of Contents, and Book Content. At the bottom of the screen you will see an option to download a PDF of the cover and table of contents, to share with other instructors, or anyone that you'd like to share it with.



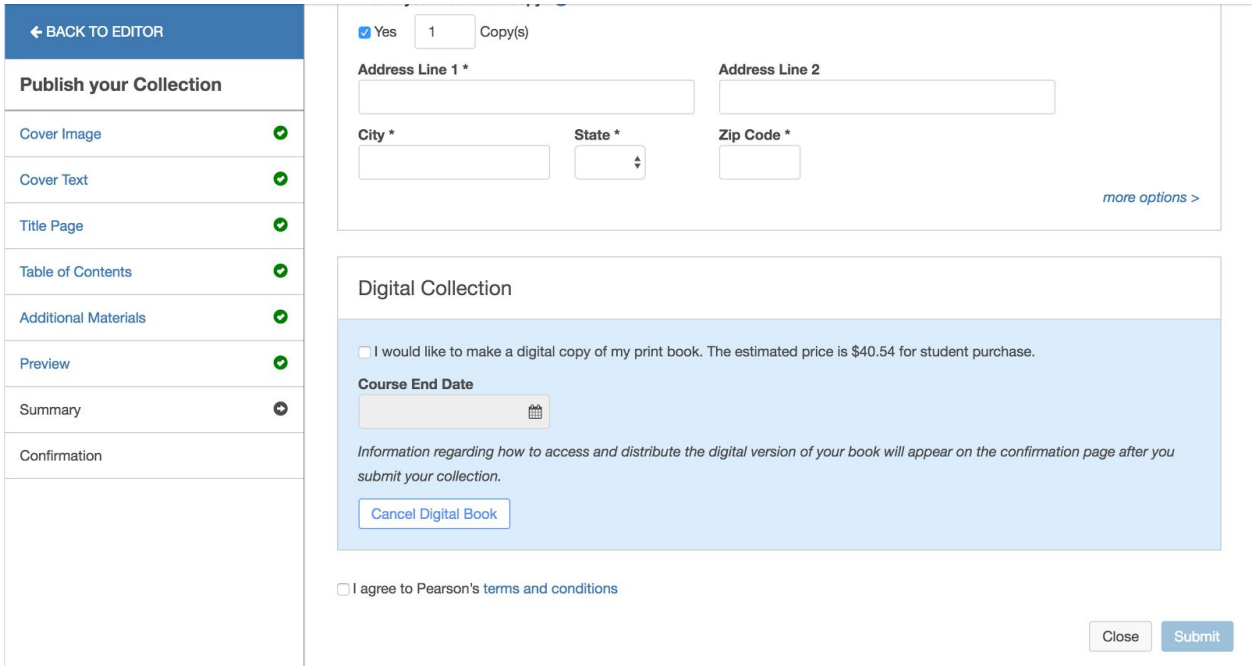
Next, select your binding type and complete all of the adoption details.



Now, complete the course information, your account information, and select your desk and evaluation copies.

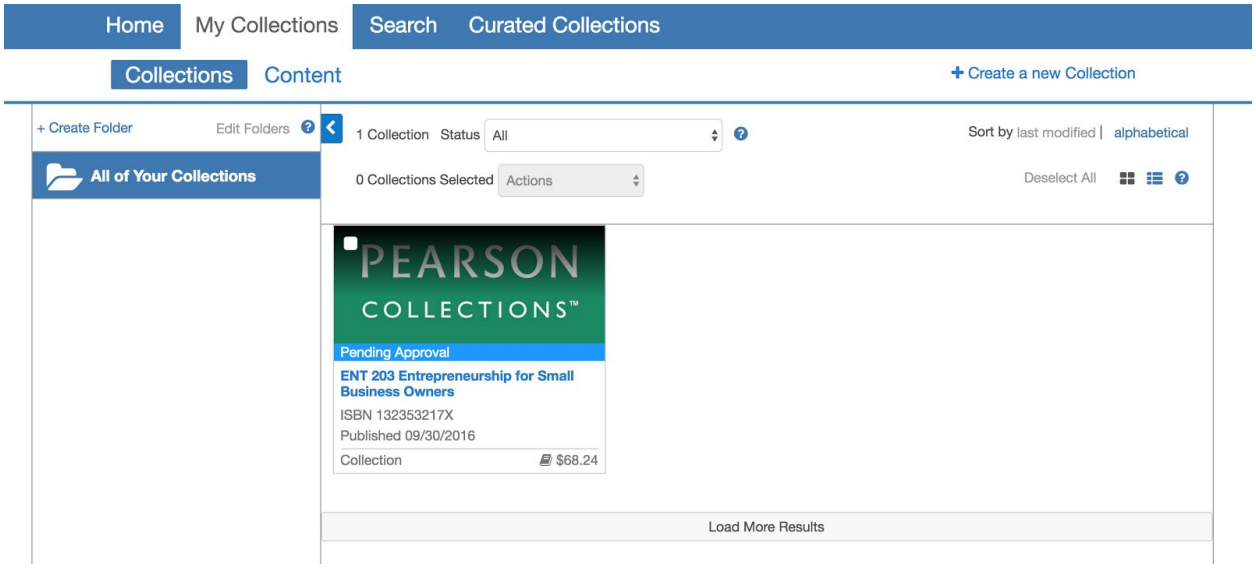


As well, you can choose to also create an eBook version of your Collection (aka Digital Collection).



Once all information is filled out, the “Submit” button will be available to click, to finalize your Collection.

Click Submit, and return to your “My Collections” page, where you’ll see an ISBN and a note that the Collection has been published.



Our Collections fulfillment team will contact you via email, if there are any issues/problems with the Collection. If there are no issues, you will receive an email when the Collection is ready for

the bookstore to order. The typical turnaround time is 2-3 weeks from the point that you Submit the Collection.

NOTE about Digital Collections (eBooks) - United States, only: Digital Collections (eBooks) will be fulfilled via an email to you; the email will include instructions for bookstores to order access codes, as well as instructions for students explaining how to access the eBook. The eBook access is basically just a single link where students click to first purchase access or register an access code, as well as a link they will click, once registered, to access the eBook. The bookstore can order access codes via our OASIS system, or the students can simply purchase via credit card, depending on your specific access needs.