

NCCER Connect Course Setup Instructions

1. Request ITAS (itas@watc.edu) copy the template courses (Make sure to include CRN and the corresponding CCP # in the email).
2. Click on the
3. Click on Course Work
4. Click on one of the module folders
5. Click on a Pearson link
6. Click on Create Course Copy
7. Click in the box below Course Name and type the name and Course ID of your course for that semester (For example: CCP-100-001-20526 – Introductory Craft Skills)
8. Click in the box for start date and select the first day your course starts
9. Click in the box for end date and select at least 7 days after your course ends
10. Click on Create Course
11. Wait until you receive an email from Pearson saying the course was created.
12. Click on Grade Center under Control Panel in Blackboard
13. Click on Full Grade Center
14. Click on the chevron next to Manage
15. Click on Manage Pearson's MyLab & Mastering Grades
16. Click on Grade Synchronization Settings
17. Click on Next
18. Click on Submit