MyMathLab/MyStatLab – Advanced

LESSON 7 – SET UP YOUR COURSE FOR THE NEXT TERM

In this lesson, you will learn how to:

• Copy a course from a previous term
• Import assignments from another course
• Customize assignments copied from another course

Copy a course from a previous term

The first step in setting up your course for the next term is to create the course. You can copy the course from the previous term if you wish to carry over most of the customizations from that course. In this lesson, you will practice copying a course from a previous term.

1. Set up a standard course for the next term.
   You can copy a standard course from your course list or from another instructor. Log in to your instructor account, and on the Courses page, click Create/Copy Course. On the Create or copy a Course page, select Copy a Course. If you are copying one of your existing courses, select the course from the dropdown list. If you are copying another instructor's course, select that option and enter the Course ID for the instructor's course.

   Note: If you are copying a course from another instructor, the instructor has to make the course available for copying.

   Click Go and follow the on-screen directions to copy the course. After the course is copied, you can perform further customization in the course.

   Tip: Create a course and designate it For Instructor Use Only. Use this course as a template and modify it to reflect changes you see needed in the courses that you are teaching with during the term.

2. Set up a coordinator course for the next term.
   Once you have created and customized a coordinator course, you can use it as the template for the new coordinator course in the next term.
Tip: Copying a coordinator course greatly reduces the time and effort needed to prepare to teach it again, while preserving the dates and assignments in the original course group. It is good practice to create a new coordinator course for each term or academic year.

To create a new coordinator course, make a copy of the coordinator course from the previous term. The copy will be designated as a member course in the original course group. You will then need to edit the MML Settings for the original coordinator course and remove the new member course from the course group of the original coordinator course. This will make the new course a standard course. Next, open the new course and designate it as a coordinator course, following the directions given in Lesson 1. Customize the new coordinator course, and then create member courses for the new course group.

3. Upgrade a course to a new edition.
If there is a new edition of the textbook you are currently using for your course, you will see this indicated in your course list.

Click New Edition Available to begin the upgrade process. The next page gives you details on the update. Click Continue to go to the next step. On the Enter Course Information page, you will given details on the new edition that will be used to create your course. Enter the course information and click Create Course Now.

When the new course is created, enter the course to view the imported content.

Import assignments from another course

If you upgraded your course to a new edition of the textbook, none of the assignments are copied over, and you will need to manually import the assignments from the previous edition course. If you copied a course using the same edition, all assignments in the previous course are automatically copied over to your new course. However, there may be assignments that you wish to import from another course to augment the assignments in your course. In this lesson, you will learn how to import assignments from one course to another.

1. Import assignments from the same edition of the textbook.
In the Homework/Test Manager, click Create Assignment and select Import/Copy Assignments from another course from the dropdown list. The Import Assignments wizard has several steps to help you import assignments. Click Step 3 to choose the source course.
2. **Import assignments from a previous edition of the textbook.**

In the Homework/Test Manager, click **Create Assignment** and select **Import/Copy Assignments from another course** from the dropdown list. In Step 1 of the Import Assignments wizard, select the second option to convert and import assignments from courses using a previous edition. Click Step 3 to choose the source book and course.

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Click Step 4 to select the assignments. Check the boxes for the assignments you wish to import and click **Import**. The Import Assignments Summary page shows you the list of assignment questions from the previous course that did not correlate to your current course and were not imported. You will also receive this summary via email. Click **OK** to return to the Homework/Test Manager.
Customize assignments copied from another course

In this lesson, you will learn how to customize the imported assignments by changing the dates and other settings to reflect the parameters for the new term.

1. **Change assignment dates.**
   In the Homework/Test Manager, click **Change Dates & Assign Status** in the toolbar. On the Change Due Dates & Assign Status page, you can change the Start and Due dates for your assignments, as well as the final submission dates for late homework. You can either change the dates for each individual assignment or use the Multiple Assignment Settings to apply dates to a group of assignments.

   **Up To Speed**
   Use **Add/Subtract Days for Dates** to change assignment dates by adding or subtracting a specified number of days. You can shift the assignment dates forward or backward by the number of days you enter in the box.
2. **Change assignment passwords.**
For security, you may want to change any passwords you may have set for your assignments in the previous term.

On the Change Dates & Assign Status page, you can quickly edit any passwords you have set up for late submissions for homework assignments, or for access to quizzes and tests. After you have made your changes, click **Update changes only.**

3. **Change assignment settings.**
In the Homework/Test Manager, select **Change Settings for Multiple Assignments** from the **More Assignment Tools** dropdown list. On this page, you can change most of the options that are on Step 3 of the Assignment wizard.

For example, you may want to change the late submission settings or scoring options for Show Work questions in homework assignments. Or you may want to change the number of attempts for your quizzes and change the Incomplete Attempt setting for your tests.

Remember that any changes you make on this page apply uniformly to all selected assignments. If you want to make individualize changes to the assignments, you may have to edit the settings for one assignment at a time.

4. **Change assignment prerequisites.**
In the Homework/Test Manager, click **Set Prerequisites** in the toolbar. On this page, you can change any existing prerequisites or set new prerequisites for the assignments.