MyMathLab/MyStatLab – Beginning

LESSON 1 – SET UP YOUR FIRST COURSE

In this lesson, you will learn how to:

- Create an instructor account in MyMathLab/MyStatLab
- Create a course from scratch
- Provide course information to your students

Create an instructor account in MyMathLab/MyStatLab

MyMathLab and MyStatLab course materials include both the student content students and instructors see and instructor-only content. The instructor-only content is only visible to those with an instructor account in MyMathLab or MyStatLab. In this lesson, you will create an instructor account in MyMathLab or MyStatLab.

1. View and download the instructor resources for your course.
   You should have the textbook for the course you are teaching, as well as any instructor resources for your textbook. Browse the Pearson Education website for your discipline at http://pearsonhighered.com/math/ or http://pearsonhighered.com/statistics for a list of available resources. For this lesson, navigate to the Mathematics page and click Developmental Math in the catalog list. Then click Basic Mathematics to see a list of available textbooks for this category.
2. **Create your instructor account.**

Go to the Pearson MyMathLab site at [http://www.mymathlab.com](http://www.mymathlab.com) or the Pearson MyStatLab site at [http://www.mystatlab.com](http://www.mystatlab.com). Click **Educator** under Register.

To register for MyMathLab or MyStatLab, you must have an instructor code. If you do not already have a code, follow the directions to request an access code online.

Once you have an access code, return to the Educator Registration page and click **Register**. Click **I Accept** in the License Agreement and Privacy Policy page. Follow the
instructions provided on-screen to register your access code and create your instructor account.

Create a course from scratch

Now that you have an instructor account, you can log in to MyMathLab or MyStatLab and create a course. In this lesson, you will create a course for the Akst/Bragg, Basic College Mathematics through Applications, 5th edition textbook.

Note: You can select a different textbook if desired. Your instructor account allows you to create as many courses as you like from any textbook in the Pearson mathematics and statistics list.

1. Log in to MyMathLab.
On the Pearson MyMathLab site, http://www.mymathlab.com, click Sign In. Enter your user name and password, and click Sign In.

Tip: Click Forgot your username or password? for Login Name and Password Assistance.

2. Explore the Courses page.

The Courses page is the first page you see after you log in to MyMathLab. This page lists all of the courses you are teaching, as well as your online Pearson product subscriptions, and general announcements about MyMathLab. It also provides links to your account information as well as Help & Support.

Note: To edit your account information in the future, log in to http://www.mymathlab.com, then click Account at the top right of the Courses page.

3. Create a course.
On the Courses page, click Create/Copy Course at the top of the MyLab/Mastering New Design column. On the Create or Copy a Course page, type "Akst" in the Search Course Materials box, and click Go.
Up To Speed – Copying a course from another instructor

If a colleague has already set up a MyMathLab or MyStatLab course for the class you are teaching, you may be able to copy the course instead of creating your course from scratch. Once your colleague has made the course available for copying, you will need the Course ID for the course you want to copy. On the Create or Copy a Course page, select Copy a Course and then select Copy Another Instructor's Course. Enter the Course ID in the box and click Go. Enter your course information as detailed below to continue.

4. Select your course materials.

The Select Course Materials page lists all of the textbooks authored by Akst. Scroll down the list until you see the Basic College Mathematics through Applications, 5th edition textbook.

Click Select Course Materials for this textbook.
5. **Enter your course information.**

On the Enter Course Information page, you will see the textbook cover and ISBN for the textbook you chose. In the Course Information section, type "**Tutorial Practice**" in the Course Name box. For this lesson, accept the default Course Enrollment Dates and Course Duration dates. Click the information icon to the right of a date for details about the date.

Click **Create Course Now** to create your course.

![Tip](image)

*Tip: For the course you are teaching, you should enter a descriptive name so that your students can easily identify your course during enrollment.*

![Note](image)

*Note: The maximum duration of a course is limited to 15 to 24 months from the date of course creation, depending on the textbook. When a course reaches its end date, the system will schedule it for automatic deletion. You will receive several email reminders before the course is deleted.*

6. **Print the confirmation page.**

Each course you create will be assigned a unique Course ID, listed at the top of the Confirmation page. Make a note of your Course ID as you will to need to provide this to your students.
Review the information on this page and print the page for your records. Click **Back to your Courses page** to return to the Courses page. Your course is listed on the Courses page. The clock icon indicates that your course is being created. It generally takes 10-15 minutes to create your course; however, it may take up to one business day. Materials in the course cannot be accessed until the course is created. Upon creation, you will receive email notification. Once your course is ready, it will be active on the Courses page.

![MyLab / Mastering New Design](image)

**Tip:** Click **Details** to go to the Course Details page, where you can download a **handy one-page Student Registration Handout that contains all of the information your students need to register for your course.**

**Up To Speed – Organizing your course list**

You can organize your course list by clicking **Settings** in the top right of the Courses list. On the Courses Settings page, drag a course title to its desired position. You can also hide a course from the list by clearing the **Show** check box to the right of the Course Title. Click **Save Changes** when done.
Provide the course information to your students

To enroll in your course, students need your Course ID and a MyMathLab or MyStatLab student access code. Students receive an access code with a new textbook purchase or by buying the code separately. The student access code is nontransferable and can be used to enroll in courses created from one textbook title and edition. In this lesson, you will explore the process that students follow to enroll in your course.

1. **Sign in as a student.**
   On the Pearson MyMathLab site, http://www.mymathlab.com, click **Student**. Type the Course ID for the course you created earlier, and click **Continue**.

   ![](image1.png)

   Students can use their existing Pearson account to access your course. They would sign in with their username and password. Students who do not already have an account can create one.

1. **Enter an access code.**
   Once the student has signed in or created an account, the next step is to enter an access code, or purchase a code online.

   ![](image2.png)
Note that 14-day temporary access is available for students who are unable to purchase an access code at this time.

3. **Utilize the First Day of Class resources.**
   Go to the Pearson First Day of Class website, [http://www.firstdayofclass.com](http://www.firstdayofclass.com). Click **Get Started with Technology**, and then click **Mathematics**. You will see a list of handouts, videos, and presentations that you can use to help your students get up and running with MyMathLab.

![MyMathLab Features & Registration Presentation (PowerPoint)](image)

![MyMathLab Registration Handout (Word doc)](image)

![Enrolling in a Second Semester (Word doc)](image)

![MyMathLab Video 1: Use MyMathLab Anywhere](image)

![MyMathLab Quotes and Survey Results (PowerPoint)](image)

💡 **Tip:** Include a link in your course material to the Pearson Students page, [http://pearsonstudents.com](http://pearsonstudents.com), to direct students to the excellent resources they can use to get stuff, get support, or get involved. Also direct them to the Pearson Students Facebook page, [https://www.facebook.com/PearsonStudents](https://www.facebook.com/PearsonStudents), for links to the Getting Started videos.