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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/](http://pearsonhighered.com/math/) or [http://pearsonhighered.com/statistics](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.
Click the title of the first textbook in this list. On the textbook page, click **Resources** to view and download the instructor resources for this textbook.

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](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](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.
Up To Speed – Creating a Ready To Go course

Your textbook may offer a Ready To Go MyMathLab course which provides all of the same features as the standard MyMathLab courses for the textbook, but also includes pre-assigned homework assignments, quizzes, and tests. Select the Ready To Go course for your book to take advantage of this feature.

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

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.

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.
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**.

   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.
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](https://example.com/mymathlab_features.png)

   **MyMathLab**
   
   MyMathLab is the most advanced and widely-used online math tutorial and assessment system in the world. MyMathLab gives students the tools they need to learn from their mistakes: The system will diagnose their strengths and weaknesses and create a personalized study plan based on their individual work. With unlimited practice, tutorials, animations, and links to an online version of the text, the integrated learning tools of MyMathLab will successfully guide your students to through more math problems. Register or learn more about MyMathLab at [www.mymathlab.com](http://www.mymathlab.com).

   - MyMathLab Features & Registration Presentation (PowerPoint)
   - MyMathLab Registration Handout (Word doc)
   - Enrolling in a Second Semester (Word doc)
   - MyMathLab Video 1: Use MyMathLab Anywhere
   - MyMathLab Quotes and Survey Results (PowerPoint)

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**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.
In this lesson, you will:

- Explore the student view
- Explore the instructor view
- Explore the help and support resources

**Explore the student view**

When you log in as an instructor in MyMathLab or MyStatLab, you also have access to the student view of the course. In this lesson, you will explore the assignment content, multimedia content, and course tools available to students in their MyMathLab or MyStatLab course.

1. Enter your MyMathLab course.
   On the Courses page, click your course name to enter the course. Your course displays a course menu on the left, a content page on the right, and a banner at the top for links outside of your course. The student view is the same except for the course settings link underneath the course title, the modify link at the top right of a content page, and the modify link at the top left of the course menu. In addition, menu items marked with the icon are hidden from your students' course menu.
2. Explore the assignment content.
Click **Homework** in the course menu. The Homework and Tests page lists the homework, quizzes, and tests you assign for your course. If you created your course from scratch, you won’t see any assignments listed. You can create your own assignments from scratch or copy assignments from various sources. You will learn how to create and copy assignments in Lessons 4 through 8.

![Homework and Tests: Homework](image)

**Tip:** You can collapse the course menu by clicking the icon at the top right of the menu. Click to expand the course menu. You can also display the content page in full-screen mode by clicking the icon at the top left of the content page. Click to toggle out of full-screen mode.

![Study Plan](image)

**Note:** The Quizzes & Tests page is similar to the Homework page. Click **Show All** to view all of your assignments on one page.

Click **Study Plan** in the course menu. Your students can use the Study Plan for practice and to test whether they have mastered the course material. You will learn how to customize the Study Plan in Lesson 9.
Click **Gradebook** in the course menu. The Results page shows a student's scores on the homework, quizzes, and tests. Students can also view their overall score and Study Plan performance. You will learn how to manage the class Gradebook in Lesson 10.

![Results Page](image)

Click **Course Home** in the course menu. The home page (also known as the Dashboard) gives students a visual overview of their current status in the course, as well as an interactive calendar, list of upcoming assignments, and your class announcements. You will learn how to customize the home page in Lesson 3.

### 3. Explore the multimedia content.

Click **Chapter Contents** in the course menu. The course menu expands and lists each chapter in your textbook. This is where your students access their eText and accompanying resources.
Tip: Students can access Pearson Tutor Services for 24/7 online tutoring for their course. Click Pearson Tutor Services at the top of the Chapter Contents page for details; or click Pearson Tutor Services in the course menu.

Click Chapter 1 in the course menu, and then click Section 1.1. From this page, students can watch a video presentation, view the eText, or navigate to their Study Plan.

Section 1.1

Introduction to Whole Numbers

- Watch the Section Lecture Video.
- View the multimedia eText.
- Work in your study plan.
- View the Mindstretchers from your textbook for this section.

In addition to the pre-loaded content pages in your course, you can create custom content pages, upload class handouts, and link to your own videos. You will learn how to add custom content in MyMathLab/MyStatLab – Advanced.

Click Tools for Success in the course menu. Students have access to a wide variety of resources, such as review cards, concept videos, or graphing calculator help.

Note: The list of available resources varies by textbook.

Tools for Success

Click Multimedia Library in the course menu. Students can use this powerful search engine to quickly access the multimedia resources for their textbook. They can search for resources by chapter, section, or media type.
4. **Explore the course tools.**
Click **Course Tools** in the course menu. Students can use the Discussions, Email, Chat & ClassLive, and Document Sharing tools to communicate with you and their classmates. You will learn more about these tools in MyMathLab/MyStatLab – Intermediate.

**Note:** On some courses, the Discussions tool is located above Course Tools.

**Tip:** Refer students to the [Getting Started Guide for Students](http://pinterest.com/pearsonstudents/student-success/) for help with navigating your MyMathLab course.

"I used MyMathLab to complete my Finite Mathematics course and MyStatLab to complete my Introduction to Statistics course. These were not easy classes. MyMathLab and MyStatLab both explained each problem clearly and thoroughly by providing examples of similar problems."
Explore the instructor view

Your MyMathLab or MyStatLab instructor account gives you access to a wide variety of tools and resources to help you manage and teach your course. In this lesson, you will explore the instructor course tools and instructor resources in your MyMathLab or MyStatLab course.

1. Explore instructor course tools.

   Click Course Tools in the course menu. You can use the tools marked with the icon to manage your course. Click Announcements Manager. The Home Page Manager is where you customize the settings and post announcements for the Course Home page. You will learn how to do this in Lesson 3.

   **Tip:** You can also access the Announcement Manager from the Course Home page. Click modify at the top right of the page and select Manage Announcements.

   ![Home Page Manager](image)

   Click Assignment Manager in the course menu. The Homework/Test Manager is where you create and manage your assignments. You will learn how to do this in Lessons 4 through 8.

   ![Homework/Test Manager](image)

   Click Study Plan Manager in the course menu. This is where you customize the coverage, mastery options, and scoring options for the Study Plan. You will learn how to do this in Lesson 9.

   ![Study Plan Manager](image)
Click **Gradebook** under Course Tools in the course menu. The instructor Gradebook is where you view student results on your assignments and manage student grades. You will learn more about the gradebook in Lesson 10 and in MyMathLab/MyStatLab – Intermediate.

Note: The student Gradebook only lists the student’s results. Instructors can access the instructor Gradebook from the student Gradebook by clicking **modify** at the top right of the Gradebook and select **Manage**.

Click **Course Roster** in the course menu. The Course Roster is where you make a student active or inactive in your course. You will learn how to do this in MyMathLab/MyStatLab – Intermediate.
2. **Explore instructor resources.**

Click **Instructor Resources** in the course menu. On the Instructor Resources page, you will see links to instructor supplements such as the Instructor's Solutions Manual, Printed Test Bank, and PowerPoint Lecture Slides that accompany your textbook.

**Note:** The number and type of instructor resources available depends on the textbook you are using.

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**Instructor Resources**

**Instructor Help**

Access [instructor help resources](#) for teaching with MyMathLab/MyStatLab.

**How do I...?**

View a [Quick Reference Guide](#) for working with MyMathLab/MyStatLab.

**For More Information**

Visit [www.mymathlab.com](http://www.mymathlab.com) to learn about MyMathLab news, events, and faculty resources. Visit [Pearson's online catalog](#) for a full description of the textbook for this course and its supplements.

**Instructor Resources**

**Online Exercise Listing**

See a list of the [online exercises](#) that are available for you to assign in this course using the Assignment Manager.

**Answer for MyWorkBook with Chapter Summaries**

View the answer to the MyWorkBook with Chapter Summaries, which offers step-by-step solutions.

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**Explore the help and support resources**

You and your students have access to a variety of help features for MyMathLab or MyStatLab. In this lesson, you will explore the available help and support resources, including 24/7 Customer Technical Support, an online Knowledge Base, tours and training materials, as well as detailed student and instructor help pages.
1. **Run the Browser Check.**
To view and interact with the multimedia content in MyMathLab and MyStatLab, you and your students will need to run the browser check to ensure you have all the necessary components. Click **Course Home** in the course menu. On the Course Home page, click **Browser Check**.

![Browser Check](image)

If necessary, run the browser check for your computer to install all the components needed for your course. Click **Done** in the Browser Check window to return to your course.

**Note:** You can access the Browser Check directly from the MyMathLab website at [http://www.mymathlab.com](http://www.mymathlab.com) or the MyStatLab website at [http://www.mystatlab.com](http://www.mystatlab.com). Click **Support** in the top menu bar, and then click **Browser Check** in the left menu. Lab administrators or IT staff can use this page to install components for all MyMathLab and MyStatLab courses taught in the lab.

2. **Search the Knowledge Base.**
Go to the MyMathLab website at [http://www.mymathlab.com](http://www.mymathlab.com) or the MyStatLab website at [http://www.mystatlab.com](http://www.mystatlab.com). Click **Support** in the top menu bar. The Instructor Support page lists many of the common questions that you may have about the program. Click **Search Knowledge Base** to find answers to your MyMathLab or MyStatLab questions.
Return to the MyMathLab website at http://www.mymathlab.com or the MyStatLab website at http://www.mystatlab.com. Click Support in the top menu bar and then click Student Support in the left menu. This page lists the common student questions about MyMathLab or MyStatLab, and also gives students the link to the Knowledge Base.

3. **Contact Customer Technical Support.**
   On the Support page, click Instructor Support in the left menu. From this page, you can contact the Customer Technical Support team any time and any day, for complete 24/7 live support. You can also send submit a question online and contact a support agent by phone during the week.

   Students also have 24/7 live support and can submit a question online. However, students do not have access to phone support.

4. **Explore the MyMathLab website.**
   Return to the MyMathLab website at http://www.mymathlab.com or the MyStatLab website at http://www.mystatlab.com. This site contains a rich variety of resources for you and your students. Click Tours & Training in the top menu bar. On the Tours & Training page, click Training Resources in the left menu. You have several ways to learn about MyMathLab or MyStatLab and incorporate the program into your course: video tours, self-study training and certification courses, live online training workshops, local on-campus training, faculty advisors, and so on. Take some time to explore each of these resources.

5. **View the help pages.**
   Return to your course and click Help & Support at the top right of the page. On the Help & Support page, click Instructor Help. The instructor help pages show you how to use the tools in MyMathLab or MyStatLab to design and manage your course.

   Return to the Help & Support page and click Student Help. The student help pages show students how to get the most out of their MyMathLab or MyStatLab course.

   **Tip:** Bookmark the instructor help system and student help system in your browser for quick access to these pages.

   On some pages, such as the student Homework and Tests page or the Homework/Test Manager page, you can access context-sensitive help by clicking the question mark icon at top right of the page.
In this tutorial, direct links to the relevant page in the Instructor Help system are provided for your convenience. Look for the blue question mark in the left margin and click the icon to open up the help page.

Tip: Join the community of instructors teaching with MyMathLab and MyStatLab by going to http://www.instructorexchange.com. You can view and exchange videos on this site, ask questions, post answers and share ideas.

Success Stories

“Since using this online product, we have noticed an increase in the passing rates for all of our computer based courses. Students become active learners and get instant feedback.”

Visit http://www.mymathlab.com/success-stories to reach how MyMathLab and MyStatLab are changing how math and statistics is taught and learned.

Download the latest edition of the Making the Grade white paper that showcases data-driven case students on the effectiveness of MyMathLab and MyStatLab.
In this lesson, you will learn how to:

- Choose which panels to display on the Course Home page
- Create an announcement
- Email an announcement to the class

Choose which panels to display on the Course Home page

The Course Home page (also known as the Dashboard) shows your class information as well as the student’s current results and progress in the course. There are five panels on the page: Calendar, Upcoming Assignments, Announcements, My Results, and My Progress, as shown below.

The instructor also makes “heavy use” of the Home Page Manager to send students updates and summaries of sections covered in class. “I love using the Home Page Manager,” he says. “It enables me to both e-mail announcements and post them on the MyMathLab site.” Students use the Dashboard to keep track of their grades as well as upcoming deadlines.

Taken from a Case Study for College of the Sequoias
Tip: Students can download the standalone mobile Dashboard to log in and review information from the Dashboard of their MyMathLab courses. This free app is available for Android and iOS mobile devices by searching for "My Dashboard" on the app store for their device.

In this lesson, you will customize the Course Home page by choosing what information to display.

1. **Open the Home Page Settings page.**
   On the Course Home page, click modify at the top right of the page and select **Manage Course Home**.

   **Note:** You can also navigate to the Home Page Settings page by clicking **Course Tools** in the course menu to expand that item, and then clicking **Course Home Manager**.

2. **Hide the calendar and Publisher Announcement.**
   On the Home Page Settings page, you can show or hide the Course Calendar, Upcoming Assignments, My Results Graph, Course Timeline, My Progress Graph, and the Publisher Announcement.

   Select **Hide** for the Course Calendar, and also select **Hide** for the Publisher Announcement. Click **Save** to confirm your choices, and then click **Course Home** to view the updated Dashboard. Notice that the Course Calendar is hidden, as are the Publisher Announcements.

   **Tip:** The Publisher Announcement lists important information for students at the beginning of the term, with convenient links to the browser check, Pearson Tutor Services, and so on. Hide the Publisher Announcement after the term has begun to provide more space in the Announcements panel for your class announcements.
3. **Change the My Results target line percentage.**
On the My Results Graph, a red line indicates the target grade. This target grade is set at 80% by default, however you can change the target grade to any percentage from 0% to 100%.

On the Course Home page, click **modify** at the top right of the page and select **Manage Course Home** to return to the Home Page Settings page. Change the percentage in the Results Target Line box to **70%**. Click **Save** to confirm your choices, and then click **Course Home** to view the updated Dashboard. The target grade is set at 70%.

![Image of My Results Graph and My Progress](image)

**Tip:** To hide the target line, set the percentage to either 0% or 100%.

### Create an announcement

Your class announcements are displayed in the Announcements panel on the Course Home page. In this lesson, you will create an announcement to display on the Course Home page.

1. **Open the Home Page Manager.**
   On the Course Home page, click **modify** at the top right of the page and select **Manage Announcements**.

   **Note:** Some courses also have an **Announcements** item in the course menu. This opens up a different announcements page where you can post announcements outside of the MyMathLab interface.

2. **Create a new announcement.**
   On the Home Page Manager, click **Create Announcement**. On the Add Announcement page, leave the **Posting Date** at today’s date. Click the **calendar** icon to the right of the Remove Date box and select the date one week from today. Your announcement will be
displayed immediately on the Course Home page and will remain on the page for one week.

3. **Enter the title and message for the announcement.**
   Click in the **Title** box and type "Welcome" in the box. Click in the **Body** box and type "Welcome to the class!" in the box.

![Add Announcement](image)

**Tip:** You can copy and paste messages from another source such as a Word document or website.

4. **Post the announcement.**
   Click **Save**. Your announcement is listed on the Home Page Manager. Click **Course Home** in the course menu. Your announcement shows up in the Announcements panel on the Course Home page.
Note: If your announcement is long, only the first few lines will be displayed on the Course Home page. Students have to click more to view the full announcement, as shown above.

Up To Speed
Click View All Announcements to display the full Announcements page. On this page, any formatting you used in your announcement title and body will be displayed, as shown below.

Tutorial Practice
(Saturday, May 26) Welcome
Welcome to the class!

(Saturday, May 26) Week 1 News
It's time to get started! This first week you have a lot of reading to do to familiarize yourself with the course, and you have to complete Module 1.

It is helpful to your classmates if you post your questions and comments in the appropriate discussion forum throughout the term. If you have questions that you do not want your classmates to see, you can email them directly to me.

Email an announcement to the class
In addition to posting announcements on the Course Home page, you can also email the announcement. In this lesson, you will email an announcement to all active students in your class roster.

1. Open the Home Page Manager.
   On the Course Home page, click modify at the top right of the page and select Manage Announcements.

2. Edit an announcement.
   Click the Actions dropdown list for the Welcome announcement you created earlier, and select Edit. Click Go.

3. Email the announcement.
   On the Add Announcement page, click Save and Email. On the Email Announcement window, you can edit the email addresses in the Cc: and From: boxes, as well as the Subject of the message. The text of the message is identical to the announcement you posted, and you can edit this message as well. Click Send Now to send the message. A confirmation window will pop up to let you know that the email was successfully sent to the class.

Note: Your announcement is sent immediately to all active students in your class, regardless of the posting date for the announcement. Your students will only see their own email address in the To: field. You will also receive a copy of this email.
MyMathLab/MyStatLab – Beginning

LESSON 4 – CREATE A HOMEWORK ASSIGNMENT

In this lesson, you will learn how to:

- Create a homework assignment from scratch

Create a homework assignment from scratch

The Homework/Test Manager is where you create and manage your homework assignments, quizzes, and tests in MyMathLab. Student results from these assignments appear in your Gradebook. In this lesson you will quickly create a homework assignment from scratch.

1. **Open the Homework/Test Manager.**
   Click **Course Tools** in the course menu, and then click **Assignment Manager**. Your assignment list will be empty since you are in a new course.

2. **Create a new homework assignment.**
   Click **Create Assignment** and select **Create Homework** from the dropdown list. The New Homework wizard has three steps to help you create your homework assignment.

3. **Step 1: Start.**
   In Step 1, enter "My First Homework Assignment" in the **Homework Name** box. Click **Next** to go to Step 2.

Compared to students of the traditional calculus format, those students who completed required homework using MyMathLab for Calculus had greater student gains, including KEY improved grades, increased pass rates, and increased retention.

*Taken from a Case Study for Hillsborough Community College*
You have the option to create a personalized homework assignment based on student test or quiz results. You will learn how to do this in Lesson 7.

4. **Step 2: Select Media and Questions.**
In Step 2, you select and add the questions you want to include in your homework assignment. These questions can be chosen from multiple chapters or sections of your textbook. Click the **Chapter** dropdown list and select **Chapter 1**. Then click the **Section** dropdown list and select **Section 1.2**. The list of Available Questions is filtered to show questions from Section 1.2.

**Note:** The total number of available questions is given at the top of the Available Questions box. In the screenshot above, there are 48 questions in Section 1.2 for this textbook. Questions are identified by chapter, section, and number. For example, Question ID 1.2.11 refers to question 11 in section 1.2 of the textbook. The online question is modeled after the corresponding textbook question, and contains algorithms that allow the question to be dynamically generated for each student.
Move your mouse over a question ID for a thumbnail view of the question. Check the boxes to the left of the first three questions in the Available Questions list. Click Add to include these questions in your homework assignment. Click the question ID for the fourth question in the Available Questions list to preview the question. In the preview window, all parts of the question are displayed along with the correct answers. If you want to work the problem as a student, select Work problem as student option at the bottom left of the window. You can also regenerate question values by clicking Reload at the bottom left of the window.

Note: Refer to MyMathLab/MyStatLab – Intermediate for advanced options for your customizing your questions.

Click Add to include this question in your assignment, then click Close to return to the wizard. Click Next to go to Step 3.
When students do assignments online, Pearson collects anonymous statistics that rate each question according to the difficulty and the time required to answer. When a sufficient number of students have worked the question, this data is aggregated to provide statistics for the question.

If question metrics are available for your course, you see these statistics for each question when you view the questions for an assignment, as shown below. Move your mouse over the bar graph icon to see a tooltip which states the difficulty level, median time spent by students on the question, and the percentage of students who answered correctly on the first try.

When you add questions to your assignment, the median time for each question is totaled to show you the estimated time a student would need to complete your assignment (see the red box above).

Some questions are also identified with the screen reader icon indicating that the question text can be read by screen reader software such as JAWS.

5. **Step 3: Choose Settings.**
   On the Choose Settings page, leave the **Available** date at today's date. Click the **calendar** icon to the right of the **Due** box and select the date one week from today. Your homework assignment will be available to students between these dates and times.

   ![Choose Settings](image)

   **Note:** Time zone settings affect when students can access homework assignments. For your convenience, the time zone is shown to the right of the **Available** date and time. Click **Change** if needed to set the correct time zone for your class.

6. **Save and assign the homework assignment.**
   Click **Save & Assign** at the bottom right of the page to save your assignment and make it available for students to work on. Your homework assignment is now listed in the Homework/Test Manager.
Note: Refer to MyMathLab/MyStatLab – Intermediate for advanced options for your assignment.
In this lesson, you will learn how to:

- Create a media assignment from scratch
- Add your own media to the media assignment
- Add questions to the media assignment

Create a media assignment from scratch

Media assignments allow you to assign media files such as videos, PowerPoint lectures, and animations for your students to work on. In this lesson, you will create a media assignment from scratch.

Tip: Use media assignments to require students to work on the learning resources before they begin their homework assignments. For example, you could assign an animation and a video for students to review before a test. Or you could assign a video and make viewing the video a prerequisite to a homework assignment.

1. **Open the Homework/Test Manager.**
   Click **Course Tools** in the course menu, and then click **Assignment Manager**.

2. **Create a new media assignment.**
   Click **Create Assignment** and select **Create Homework** from the dropdown list. The New Homework Assignment wizard has three steps to help you create your media assignment.
3. **Step 1: Start.**
   In Step 1, enter "My First Media Assignment" in the **Assignment Name** box. Click **Next** to go to Step 2.

4. **Step 2: Select Media and Questions.**
   In Step 2, you select and add the media you want to include in your assignment. Click **Media** above the **Available Questions** box. Media can be chosen from multiple chapters or sections of your textbook. Click the **Chapter** dropdown list and select **Chapter 1**. Then click the **Section** dropdown list and select **Section 1.2**. The list of Available Media is filtered to show media from Section 1.2. Media types are identified by icon, as shown on the right.

   ![Available Media Table](image)

   ![Note: Available media types vary depending on the textbook you are using.](image)

   Check the boxes to the left of the first two media titles, and click **Add** to include these media titles in your assignment. Click **Next** to go to Step 3.

5. **Step 3: Choose Settings.**
   On the Choose Settings page, leave the **Available** date at today's date. Click the **calendar** icon to the right of the **Due** box and select the date one week from today. Your media assignment will be available to students between these dates and times.

   **Up to Speed**
   You can specify the late submission policy and access controls for your media assignment, as explained in MyMathLab/MyStatLab – Intermediate.

6. **Save and assign the media assignment.**
   Click **Save & Assign** at the bottom right of the page to save your assignment and make it available for students to work on. Your media assignment is now listed in the Homework/Test Manager.

**Add your own media to the media assignment**
You can link to your own media titles to your media assignment. For example, you could link to a YouTube video to add it to your media assignment. In this lesson, you will add a link to the MyMathLab website to your assignment.

1. **Edit the media assignment.**
   In the Homework/Test Manager, click the **Actions** dropdown list for the media assignment you created, and select **Edit**. Click **Go** to open up the assignment editor. In Step 1 of the editor, click **Next** to go to the Select Media and Questions step.

2. **Add your media title to the assignment.**
   Click **Media** above the **Available Questions** box, and then click **Add my own media** above the **My Selections** list. On the Add External Media Link window, enter "MyMathLab website" in the **Media Title** box, and enter "http://www.mymathlab.com" in the **URL** box. Select **Website** from the **Type** dropdown list. If desired, associate the media file with a chapter, section, or objective in the textbook. Click **Save** to add your media file to the assignment.
Add External Media Link

Media Title: MyMathLab website
URL: http://www.mymathlab.com
Type: Website

Textbook Content Association

Choose the content area with which you would like to associate this media.

Book: Akst: Basic College Mathematics through Applications, 5e
Chapter: 1. Whole Numbers
Section: Section 1.2: Adding and Subtracting Whole Numbers
Objective: Not Specified

Note: Your media file is not uploaded to the MyMathLab server. Instead, the file must be uploaded to an external server and students link out to the file from the media assignment.

My Selections (3)

<table>
<thead>
<tr>
<th>#</th>
<th>Question ID / Media</th>
<th>Section / Book Association</th>
<th>Questions on assignment: 0</th>
<th>Points on assignment: 3</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Translating Word Problems: Subtraction Whole Numbers 1.2: Adding and Subtracting Whole Numbers</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Translating Word Problems: Subtraction Whole Numbers 1.2: Adding and Subtracting Whole Numbers</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>MyMathLab website 1.2: Adding and Subtracting Whole Numbers</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

3. Save your changes.

Click Save & Assign to save your changes and return to the Homework/Test Manager.

Add questions to the media assignment

In addition to media files, you can include questions in your media assignment, and you can require students to access the media files before answering the associated questions. In this lesson, you will add questions to your media assignment and group questions and media files together.

1. Edit the media assignment.

In the Homework/Test Manager, click the Actions dropdown list for the media assignment you created, and select Edit. Click Go to open up the assignment editor. In Step 1 of the editor, click Next to go to the Select Media and Questions step.

2. Add questions to the assignment.

Filter the list to show only questions from Section 1.2. Check the boxes to the left of the first two questions in the Available Questions list. Click Add to include these questions in your media assignment.
3. **Add additional media titles and questions to the assignment.**
   Click **Media** above the Available Questions list to display the media titles. Check the box for the last media title and click **Add**. Click **Question** and add a new question. In the same way, add another media title and question to the assignment.

   Media and questions are placed in groups which are differentiated by a change of color in the grouping. Adding a media file after a question creates a new group.

4. **Customize the access controls.**
   Click **Next** to go to the Choose Settings step. There are more options available on this page since you now have questions added to your assignment.

   In the Access Controls section, check the **Media Access** box. This will require students to open up the media files before they can access the associated questions in that group.

   **Up To Speed**
   You can specify the other access controls (prerequisites, attempts per question), presentation options for your media assignment, as explained in MyMathLab/MyStatLab - Intermediate.

5. **Save your changes.**
   Click **Save & Assign** to save your changes and return to the Homework/Test Manager.
In this lesson, you will learn how to:

- Create a quiz from scratch

The Homework/Test Manager lets you create and manage your homework assignments, quizzes, and tests in MyMathLab. Student results from these assignments appear in your Gradebook. In this lesson, you will quickly create a quiz from scratch.

1. Open the Homework/Test Manager.
   Click Course Tools in the course menu, and then click Assignment Manager. If you completed Lessons 4 and 5, there should be at least two assignments in your list, including the ones shown below.

2. Create a new quiz.
   Click Create Assignment and select Create Quiz from the dropdown list. The New Quiz wizard has three steps to help you create your quiz.

3. Step 1: Start.
   In Step 1, enter "My First Quiz" in the Quiz Name box. Click Next to go to Step 2.

MyStatLab’s easy-to-use interface meant FRCC students were willing to complete more and more difficult assignments and enabled the addition of quizzes to the curriculum. Even with the increased workload and rigor, students outperformed those without the product.

Taken from a Case Study for Front Range Community College
4. **Step 2: Add/Remove Content.**

   In Step 2, you select and add the questions you want to include in your quiz. Questions can be chosen from multiple chapters or sections of your textbook. Click the **Chapter** dropdown list and select **Chapter 1**. Then click the **Section** dropdown list and select **Section 1.2**. The list of Available Questions is filtered to show questions from Section 1.2.

   Check the boxes to the left of the first three questions in the Available Questions list. Click **Add** to include these questions in your quiz. Click **Next** to go to Step 3.

5. **Step 3: Choose Settings.**

   On the Choose Settings page, leave the **Available** date at today's date. Click the **calendar** icon to the right of the **Due** box and select the date one week from today. Your quiz will be available to students between these dates and times.
6. **Save and assign the quiz.**

Click **Save & Assign** at the bottom right of the page to save your quiz and make it available for students to work on. Your quiz is now listed in the Homework/Test Manager.

<table>
<thead>
<tr>
<th>Order</th>
<th>Ch.</th>
<th>Assignment Name</th>
<th>Category</th>
<th>Assigned</th>
<th>Start (Due)</th>
<th>Due (Due)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
<td>My First Homework Assignment</td>
<td></td>
<td></td>
<td>05/16/12</td>
<td>05/19/12</td>
</tr>
<tr>
<td>2</td>
<td>1</td>
<td>My First Media Assignment (MA)</td>
<td></td>
<td></td>
<td>05/16/12</td>
<td>05/19/12</td>
</tr>
<tr>
<td>3</td>
<td>1</td>
<td>My First Quiz</td>
<td></td>
<td></td>
<td>05/19/12</td>
<td>05/05/12</td>
</tr>
</tbody>
</table>

*Note: Refer to MyMathLab/MyStatLab – Intermediate for advanced options for your quizzes and tests.*
In this lesson, you will learn how to:

- Copy a sample assignment
- Copy multiple sample assignments at one time

### Copy a sample assignment

Every MyMathLab course contains a set of sample homework assignments for each section of the textbook, as well as sample quizzes and tests for each chapter. Each sample assignment includes questions available for that section or chapter. In this lesson, you will copy a sample assignment to your assignment list.

1. **Open the Homework/Test Manager.**
   Click *Course Tools* in the course menu, and then click *Assignment Manager*.

2. **Preview a sample homework assignment.**
   Click *Homework* at the top left of the Homework/Test Manager. The list of Sample Homework assignments is displayed at the bottom of the page. Select *Chapter 1* from the Sample Homework dropdown list to see the list of sample homework assignment for this chapter.

Select **Preview** from the **Actions** dropdown list to the right of the Section 1.1 Homework. Click **Go** to preview the assignment from a student viewpoint. Close the Preview window when done, and click **OK** in the popup warning box.

To view a list of questions in the assignment, select **List Questions** in the Actions dropdown list and click **Go**. When you are finished, close the View Question Details window.
3. **Copy a sample homework assignment.**
   Select **Copy** from the Actions dropdown list to the right of the Section 1.1 Homework assignment and click **Go**. The Copy Homework wizard has three steps to copy your homework assignment.

4. **Step 1: Start.**
   In Step 1, accept the default name for the assignment. Click **Next** to go to Step 2.

5. **Step 2: Select Media and Questions.**
   In Step 2, the My Selections list shows the pre-selected questions for this sample homework assignment. You can amend this list by adding or removing questions, as well as customizing the question options, as explained in MyMathLab/MyStatLab – Intermediate.

   ![Select Media and Questions](image)

   For this lesson, accept the list of pre-selected questions, and click **Next** to go to Step 3.

6. **Step 3: Choose Settings.**
   On the Choose Settings page, you can set the Availability Options, Scoring Options, Access Controls, and Presentation Options as explained in MyMathLab/MyStatLab – Intermediate. Click **Save & Assign** to save your homework assignment and make it available for students to work on.

   **Up To Speed**
   You can copy assignments from one of your other courses or from another instructor’s course by importing the assignment. You can import assignments from the same textbook or from similar textbooks that have been mapped to your current textbook. If you are importing assignments from another instructor, the instructor must first make the assignments available for others to import.

   **Copy multiple sample assignments at one time**
   You can copy multiple sample assignments at one time instead of individually. This allows you to set up your homework assignments and tests with minimal preparation time. In this lesson, you will copy all of the sample homework, quizzes, and tests for a chapter.
1. **Open the Homework/Test Manager.**
   Click **Course Tools** in the course menu, and then click **Assignment Manager**.

2. **Copy and assign sample assignments.**
   Click **Create Assignment** and select **Copy and Assign Sample Assignments** from the dropdown list. The Copy and Assign Sample Assignments wizard has four steps to copy the assignments.

3. **Step 1: Start.**
   In Step 1, select **Yes** to auto-assign due dates to your copied assignments. You will specify the date range and frequency in a later step. Click **Next** to go to Step 2.

4. **Step 2: Select Assignments.**
   In Step 2, select **Chapter 2** from the Chapter dropdown list and click **Go**. Check the box at the top of the **Copy** column to select all assignments in Chapter 2. Click **Next** to go to Step 3.

5. **Step 3: Assign Due Dates.**
   In Step 3, click the calendar icon for the **First Assignment Due Date** and enter the date two weeks from today. Click the calendar icon for the **Last Assignment Due Date** and enter the date four weeks from today. In the Days Allowed section, uncheck the boxes for Sunday, Tuesday, Thursday, and Saturday.
Your assignment due dates will be distributed across the date range and days you specified. Click Next to confirm your choices.

6. **Step 4: Confirmation.**
On the Confirmation page, check the box at the top of the Assign column to assign all of the assignments to your students. Each assignment is given the default sample assignment name, and you can change these names as needed.

In the Start column, notice that the program automatically sets the start date for all assignments as today’s date. The due dates are evenly distributed per your specifications in Step 3. Click Copy to copy your assignments.

Note: There may be more than one assignment due on a particular date, due to the algorithm used to calculate the due dates. You can change the start and due dates for each assignment on this page. Refer to the lessons in MyMathLab/MyStatLab – Intermediate to learn how to change dates for multiple assignments.

Note: If you chose not to auto-assign due dates in Step 1, Steps 3 and 4 will not be included. In Step 2, select the assignments you wish to assign and edit the assignment names.
LESSON 8 – CREATE A PERSONALIZED HOMEWORK ASSIGNMENT

In this lesson, you will learn how to:

- Create a personalized homework assignment from scratch
- Link an existing homework assignment to a companion test

Create a personalized homework assignment from scratch

To help your students concentrate their efforts on material they have not yet mastered, you can create personalized homework assignments based on the student's results on a test or quiz. In this lesson, you will create a personalized homework assignment that is linked to a companion test.

1. **Open the Homework/Test Manager.**
   Click **Course Tools** in the course menu, and then click **Assignment Manager**. Click **Quizzes & Tests**. If you completed Lesson 7, there should be at least three tests in your list, including the ones shown below.

<table>
<thead>
<tr>
<th>Order</th>
<th>Ch.</th>
<th>Assignment Name</th>
<th>Category</th>
<th>Assigned</th>
<th>Start (J)</th>
<th>Due (J)</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>1</td>
<td>My First Quiz</td>
<td><img src="https://via.placeholder.com/15" alt="" /></td>
<td><img src="https://via.placeholder.com/15" alt="" /></td>
<td>05/29/12</td>
<td>06/05/12</td>
<td>Choose -- Go</td>
</tr>
<tr>
<td>14</td>
<td>2</td>
<td>Chapter 2 Pre-Test</td>
<td><img src="https://via.placeholder.com/15" alt="" /></td>
<td><img src="https://via.placeholder.com/15" alt="" /></td>
<td>05/31/12</td>
<td>06/13/12</td>
<td>Choose -- Go</td>
</tr>
<tr>
<td>15</td>
<td>2</td>
<td>Chapter 2 Review Quiz</td>
<td><img src="https://via.placeholder.com/15" alt="" /></td>
<td><img src="https://via.placeholder.com/15" alt="" /></td>
<td>05/31/12</td>
<td>06/15/12</td>
<td>Choose -- Go</td>
</tr>
<tr>
<td>16</td>
<td>2</td>
<td>Chapter 2 Post-Test</td>
<td><img src="https://via.placeholder.com/15" alt="" /></td>
<td><img src="https://via.placeholder.com/15" alt="" /></td>
<td>05/31/12</td>
<td>06/15/12</td>
<td>Choose -- Go</td>
</tr>
</tbody>
</table>

2. **Create a new homework assignment.**
   Click **Create Assignment** and select **Create Homework** from the dropdown list.

3. **Step 1: Start.**
   In Step 1, enter "My First Personalized Homework Assignment" in the **Homework Name** box. Check the box to **omit questions from objectives that were mastered in test/quiz** and select **Chapter 2 Review Quiz** from the dropdown list. Click **Next** to go to Step 2.

After implementing mastery learning and personalized learning best practices into its emporium redesign, PRCC’s student gains skyrocketed: success rates improved, withdrawal rates decreased, and students persevered where once they had quit.

*Taken from a case study for Pearl River Community College*
4. **Step 2: Select Questions.**
   The My Selections list already contains the available questions from the tests. You can amend this list by removing questions or adding additional questions to your assignment. Notice that the Available Questions list is filtered to show the questions from objectives on the companion test. Check the boxes to the left of the first two questions, and click **Add** to include these questions in your homework assignment. Click **Sort All** at the bottom left of the My Selections list. The two questions you added now appear at the top of the list. Click **Next** to go to Step 3.

   **Tip:** Add additional questions from objectives covered on the companion test to give students more practice on the objectives.

   **Tip:** Add questions from objectives not covered in the companion test to ensure that all students must work at least one question in the homework assignment.

   **Note:** You can customize the questions options, as discussed in *MyMathLab/MyStatLab – Intermediate.*

5. **Step 3: Choose Settings.**
   In the Access Controls section, notice that the companion test is automatically set as a prerequisite for your homework assignment, and students have to submit the companion
test before they can open the homework assignment. You can add additional prerequisites if desired, as discussed in MyMathLab/MyStatLab – Intermediate.

6. **Save and assign the homework assignment.**
   Click **Save & Assign** at the bottom right of the page to save your assignment and make it available for students to work on. Your homework assignment is now listed in the Homework/Test Manager.

7. **Take the companion test as a student.**
   In the course menu, click **Quizzes & Tests**. Open the companion test and take the test as a student. Answer some questions correctly to see the customization of the personalized homework assignment. Submit the test for grading when done. On the Test Summary page, you will see the personalized homework assignment listed above the test results.

8. **Open the personalized homework assignment.**
   Click the assignment name to open it. An example of the Homework Overview page is shown below.

Notice that some questions are already checked and the question title cannot be clicked. These questions are from the mastered objectives on the companion test. You receive automatic credit for these questions, as indicated in the above list of questions. You only need to work on the questions that are links. Close the homework page when done.
Link an existing homework assignment to a companion test

You can convert an existing homework assignment to a personalized homework assignment as long as the assignment has not been accessed by a student. In this lesson, you will edit an existing homework assignment to make it a personalized homework assignment.

1. **Open the Homework/Test Manager.**
   Click **Course Tools** in the course menu, and then click **Assignment Manager**. Click **Homework**. If you completed Lesson 7, your list should include the assignments shown below.

<table>
<thead>
<tr>
<th>Order</th>
<th>Ch.</th>
<th>Assignment Name</th>
<th>Category</th>
<th>Assigned</th>
<th>Start (d)</th>
<th>Due (d)</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
<td>My First Homework Assignment</td>
<td>B</td>
<td>✔</td>
<td>05/06/12</td>
<td>06/02/12</td>
<td>-- Choose --</td>
</tr>
<tr>
<td>2</td>
<td>2</td>
<td>My First Media Assignment (MA)</td>
<td>B</td>
<td>✔</td>
<td>05/06/12</td>
<td>06/02/12</td>
<td>-- Choose --</td>
</tr>
<tr>
<td>4</td>
<td>1</td>
<td>Section 1.1 Homework</td>
<td>B</td>
<td>✔</td>
<td>05/31/12</td>
<td>06/04/12</td>
<td>-- Choose --</td>
</tr>
<tr>
<td>5</td>
<td>2</td>
<td>Section 2.1 Mathematically Speaking Vocab Check</td>
<td>B</td>
<td>✔</td>
<td>05/31/12</td>
<td>06/04/12</td>
<td>-- Choose --</td>
</tr>
<tr>
<td>6</td>
<td>2</td>
<td>Section 2.1 Homework</td>
<td>B</td>
<td>✔</td>
<td>05/31/12</td>
<td>06/04/12</td>
<td>-- Choose --</td>
</tr>
</tbody>
</table>

2. **Edit the homework assignment.**
   Click the **Actions** dropdown list for **Section 2.1 Homework** and select **Edit**. Click **Go** to edit the assignment.

3. **Step 1: Start.**
   In Step 1, check the box to **omit questions from objectives that were mastered in test/quiz** and select **Chapter 2 Pretest** from the dropdown list. Click **Next** to go to Step 2. You are given the option to replace your existing homework question selections with questions from the companion test. Click **No** to retain your homework question selection.

   Do you want to replace your existing homework question selections with questions from the companion test?

   *Cancel*  *Yes*  *No*

4. **Step 2: Select Questions.**
   You can amend the question list by removing or adding additional questions to your assignment. In this example, the homework assignment includes only questions from Section 2.1, while the companion test includes questions from all sections in Chapter 2. For this lesson, do not change the question list. Click **Next** to go to Step 3.

   **Tip:** Create two or more personalized homework assignments for a companion test to have homework assignments covering fewer objectives.
5. **Step 3: Choose Settings.**
   In the Access Controls section, notice that the companion test is automatically set as a prerequisite for your homework assignment, and students have to submit the companion test before they can open the homework assignment. You can customize other settings for your assignment, as detailed in MyMathLab/MyStatLab – Intermediate.

6. **Save and assign the homework assignment.**
   Click **Save & Assign** at the bottom right of the page to save your assignment and make it available for students to work on.
In this lesson, you will learn how to:

- Customize the mastery settings for the Study Plan
- Customize the access options for the Study Plan
- Customize the coverage and scoring options for the Study Plan

### Customize the mastery settings for the Study Plan

The Study Plan is a tool that students can use to practice course material either independently or with instructor guidance. The results from a student’s homework assignments, quizzes, or tests can be used to determine what objectives the student has mastered and what the student needs to study. In this lesson, you will learn how to customize the mastery settings for the Study Plan.

1. **Open the Study Plan Manager.**
   Click **Course Tools** in the course menu, and then click **Study Plan Manager**.

2. **Edit the Mastery Settings.**
   Click **Edit** in the Mastery Settings section. On this page, you can choose which assignment types affect mastery in the Study Plan. For this lesson uncheck **Assigned Homework** and

---

[Note: If your course is equipped with the Knewton adaptive learning engine, there will be an additional section in the Study Plan Manager where you can enable or disable the Knewton recommendations.]
Sample tests from Pearson and leave the other boxes checked. Change the score required for mastery to 80% for Assigned Tests and Assigned Quizzes. Students who score at least 80% on all questions from an objective in an assigned quiz or test will earn mastery for that objective. Click Update to save your changes.

<table>
<thead>
<tr>
<th>Mastery</th>
<th>Assignment types that affect mastery</th>
<th>Score required for mastery</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Assigned Homework</td>
<td>0%</td>
</tr>
<tr>
<td>✔</td>
<td>Assigned Tests</td>
<td>80%</td>
</tr>
<tr>
<td>✔</td>
<td>Assigned Quizzes</td>
<td>80%</td>
</tr>
<tr>
<td>✔</td>
<td>Sample tests from Pearson</td>
<td></td>
</tr>
<tr>
<td>✔</td>
<td>Quiz Me from the Study Plan</td>
<td>100%</td>
</tr>
</tbody>
</table>

3. Edit the Quiz Me settings.
Quiz Me is an auto-generated quiz in the Study Plan that allows students to re-assess their mastery of each objective directly in the Study Plan. In the Quiz Me Settings section, you can specify the number of questions on each quiz as well as the composition of Easy, Medium, Hard, and Very Hard questions selected for the quiz. For this lesson, accept the default configuration settings.

Note: Question difficulty level is based on the question metrics for each question in the question bank.

Customize the access options for the Study Plan

You can choose when to display the Study Plan in your course. In this lesson, you will choose when to Study Plan contents and recommendations will be shown to students.

Note: If you enable Knewton recommendations in your Study Plan, the Access section will not be displayed in the Study Plan Manager. This is because the Study Plan must always be available when Knewton is enabled.

1. Open the Study Plan Manager.
Click Course Tools in the course menu, and then click Study Plan Manager.
2. **Edit the Access options.**
   Click **Edit** in the Access section. On this page, you can choose when the Study Plan contents and recommendations pages should be shown to students.

   For this lesson, accept the default options to always show the Study Plan and to show the recommendations page.

   ![Edit Study Plan Settings](image)

   **Customize the coverage and scoring options for the Study Plan**

   The Study Plan initially includes all questions available for all chapters, sections, and objectives in your course. In this lesson, you will select which questions appear in your students’ Study Plan, and select which objectives should be included in the students’ Study Plan score.

   1. **Open the Study Plan Manager.**
      Click **Course Tools** in the course menu, and then click **Study Plan Manager**.

   2. **Edit the Coverage and Scoring options.**
      Click **Edit** in the Coverage and Scoring section. On this page, you can select which questions appear in the Study Plan and select which objectives should be included in the students' Study Plan score.

   ![Select Coverage](image)

   3. **Select the Study Plan coverage.**
      On the Coverage and Scoring page, click a chapter title, or click the plus sign to the left of the title, to view the sections in that chapter. Click a section title to go to the Study Plan Question Detail page.
On the Study Plan Question Detail page, filter the list of questions by chapter, section, or objective. Click a question title to preview the question. On the Preview window, you can navigate to the other questions by clicking Next or Previous on the bottom right of the window. Click Omit to omit a question from the Study Plan. Click Close to return to the Study Plan Question Detail page.

You can also uncheck the box next to a question on the Study Plan Question Detail page to omit it from the Study Plan. Alternatively, click the Choose Coverage dropdown list and select one of the options to quickly select the questions you want to include in the Study Plan.
Click **Update** to save your coverage settings. Then click **Cancel/Done** to return to the Coverage and Scoring page.

**Note:** In order to use the options to select only questions used in assignments or only questions not used in assignments, you will need to create the assignments prior to selecting Study Plan coverage. These options will not apply to assignments created after the option has been chosen.

### 4. Select the Scoring options.

Each objective in the Study Plan is worth 1 mastery point (MP) regardless of the number of questions in the objective. You can select which objectives you want included in your students' Study Plan score. Click Chapter 1 to expand the chapter. Click the plus sign to the left of Section 1.1 to view the objectives in that section. For this lesson, uncheck the boxes for the first two objectives in Section 1.1. If these objectives are included in your Study Plan coverage, students will be able to work on questions for these objectives but the mastery points earned will not count towards their Study Plan score. Click **Update** to save your changes.

<table>
<thead>
<tr>
<th>Objectives scored and recommended</th>
<th>Questions available for practice</th>
<th>Contents</th>
<th>Questions for practice</th>
</tr>
</thead>
<tbody>
<tr>
<td>☑ [ ]</td>
<td>☑ [ ]</td>
<td>Ch. 1: Whole Numbers</td>
<td>140</td>
</tr>
<tr>
<td>☑ [ ]</td>
<td>☑ [ ]</td>
<td>1.1: Introduction to Whole Numbers</td>
<td>23</td>
</tr>
<tr>
<td>☑ [ ]</td>
<td>☑ [ ]</td>
<td>Identify place value in whole numbers</td>
<td>5</td>
</tr>
<tr>
<td>☑ [ ]</td>
<td>☑ [ ]</td>
<td>Convert between words and standard form for whole numbers</td>
<td>6</td>
</tr>
<tr>
<td>☑ [ ]</td>
<td>☑ [ ]</td>
<td>Write numbers in expanded form</td>
<td>2</td>
</tr>
</tbody>
</table>
MyMathLab/MyStatLab – Beginning

LESSON 10 – VIEW STUDENT RESULTS

In this lesson, you will learn how to:

- View class grades
- View individual student results
- Manage student results

View class grades

You can view your class grades in the following Gradebook views: All Assignments, Overview by Student, Study Plan, and Performance by Chapter. In this lesson, you will explore each of these Gradebook views.

1. Open the Gradebook.
   Click Course Tools in the course menu, and then click Gradebook.

   ![Gradebook](image)

   Note: You can also access the Gradebook from the student Gradebook page by clicking modify in the top right of the page and selecting Manage.

2. View Assignment Results.
   Click All Assignments to view detailed assignment results for your class, arranged in a spreadsheet format. Student names are listed down the left column, and assignment names are listed across the top row.
Tip: Click the navigation buttons above or below the spreadsheet to move through the list of assignments. Use the Go to button to quickly jump to an assignment.

3. View item analysis for an assignment.
Click the IA icon next to the class average to view an item analysis for that assignment. This allows you to analyze how your class performed on each question in the assignment. You can export the student details or class summary, as discussed in MyMathLab/MyStatLab – Intermediate.
Tip: Use Item Analysis for homework assignments to check your students' understanding of the questions and objectives. Use this information to focus your homework review with the class.

4. View Student Averages.
   Click Overview By Student to view student averages for each Gradebook category (Homework, Quizzes, Tests, Other, and Study Plan). Click a column title to sort the spreadsheet by that item. Click the points below each category to change the Gradebook weights.

<table>
<thead>
<tr>
<th>Class Roster</th>
<th>Overall Score</th>
<th>Homework</th>
<th>Quizzes</th>
<th>Tests</th>
<th>Other</th>
<th>Study Plan (correct/worked)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class Average</td>
<td>100%</td>
<td>100%</td>
<td></td>
<td>100%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student, MTTC Student 1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student, MTTC Student 2</td>
<td>100%</td>
<td></td>
<td>100%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MTTC tutorial, Instructor</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Tip: You can choose to display the scores as percentages or points, as discussed in MyMathLab/MyStatLab – Intermediate.

Click a student’s name to view the Results page for that student. Click a category average grade for a student to view the Results page filtered to that category. For example, clicking the homework average for John Doe will open John’s results page and show the list of homework assignments that John has completed.

5. View Study Plan results.
   Click Study Plan to view the Study Plan progress for your class. The spreadsheet shows you the number of questions the student has worked correctly, the number of objectives mastered, as well as the Time Spent in the Study Plan.

<table>
<thead>
<tr>
<th>Class Roster</th>
<th>Questions</th>
<th>Objectives</th>
<th>Time Spent</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Correct</td>
<td>Worked</td>
<td>Total</td>
</tr>
<tr>
<td>All</td>
<td>523</td>
<td>523</td>
<td>1800</td>
</tr>
<tr>
<td>Student, MTTC Student</td>
<td>1</td>
<td>4</td>
<td>1800</td>
</tr>
<tr>
<td>Student, MTTC Student</td>
<td>2</td>
<td>2</td>
<td>1800</td>
</tr>
</tbody>
</table>
Click a student’s name to view the Study Plan for that student. You can see the student's recommendations page showing the next objectives to practice and master. Click View all chapters to see which chapters, sections, and objectives the student mastered, as well as the number of Mastery Points earned and available for each chapter/section/objective, and the time spent on the item. Once a student has answered all questions in an item correctly, the Quiz Me icon lets students know that they are ready to retest on that item.

![Study Plan Contents](image)

6. **View Chapter Averages.**
   Click **Performance by Chapter** to view overall class performance for each chapter, section, and objective. The columns to the right of the item show the averages for each category (Homework, Quizzes, Tests, and Study Plan). Click the plus sign or item name to expand the item.

![View individual student results](image)
2. **View a student’s results.**
Click a student’s name to view detailed results for that student. The Results page shows the student’s results for the **Entire course to date.** To view the student’s Study Plan, click **Study Plan Results.**

![Results page screenshot]

**Tip:** Click **All Assignments** and select an assignment category to filter the results by **Homework, Quizzes, Tests, or Other.**

3. **View item analysis for an assignment.**
Click the Actions dropdown list for an assignment and select **Item Analysis.** Click **Go** to view an item analysis for the student's assignment.

![Item Analysis table]

For homework assignments, the **Completed Attempts** column shows you the number of attempts the student completed on each question.
4. **Review an assignment.**
Click **Review** next to an assignment to review the student’s assignment. On the review window, the program shows the correct answer. If the student answered incorrectly, you can position your mouse cursor over the correct answer to see the incorrect answer that the student entered.

To add or edit comments on the student's work, click **Add Comment** in the learning aids palette. To send comments to Pearson about the question content, click **Ask the Publisher**. Click **Close** to return to the Results page.

5. **View a student's overall score.**
Click **Show details** at the top left of the Results page to view the student’s average and time spent for each Gradebook category, as well as the overall score.
The bar chart shows how much each category contributes to the student's overall score and how much work the student has completed so far in the course.

**Manage student results**

The Gradebook has many tools for managing your students’ results. In this lesson, you will learn the basics of managing results for individual students, including changing scores for a student's assignment, emailing a student, and using Gradebook alerts.

1. **Open the Gradebook.**
   Click **Course Tools** in the course menu, and then click **Gradebook**.

2. **Change a student's score for an assignment.**
   In the Gradebook, click a student's name. In the Results page, select **Change Score** from the **Actions** dropdown list for an assignment and click **Go**. In the Change Score window, enter the score in the Points Correct box. Click **OK** to save the score, then click **OK** in the pop-up alert box. An asterisk will appear next to the adjusted score in the Gradebook.

3. **Change a student's score for a question.**
   You can also change the score for an individual question in the assignment. In the Gradebook, click a student's name. In the Results page, click **Review** for the assignment. In the Review page, enter a new score for a question in the Grade box and click **Submit Grade**. Close the Review page when finished.

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By leveraging MyMathLab’s item analysis and e-mail features to identify and reach out to at-risk students, RVC both increased its pass rate by nearly 50 percent and cut its withdrawal rate by more than half.

*Taken from a case study for Rock Valley College*
4. **Send email to a student.**
In the Gradebook, click a student's name. In the Results page, click **Email Student** to the right of the student's name at the top of the page. Edit or enter the information on the Email Student window and click **Send** to transmit the message to the student. You will also receive a copy of the email.

**Tip:** You can also email a student regarding a specific assignment by selecting **Email Student** from the **Actions** dropdown list for that assignment.

**Note:** The email address you entered when you registered for your Pearson account is used as the default instructor email address. To change this email address, click **course settings** at the top left of the course window and select **Edit MML Settings.** On the Course Settings Summary window, click **Edit** in the Learning Aids and Test Options section to edit your email address.
5. **Send email to a group of students.**

Use the Search/Email by Criteria wizard to send an email to the entire class or a group of students selected by specified criteria.

In the Gradebook, select **Search/Email by Criteria** from the **More Gradebook Tools** dropdown list. The Search/Email by Criteria wizard has three steps. In Step 1, click the **Find Students based on** dropdown list and select **Overall Score**. Accept the default score criteria of "less than 70", and click **Next** to go to Step 2.

**Tip:** Use the Search/Email by Criteria wizard for early intervention, such as identifying students who have not submitted any assignments within a certain period, or identifying students with low overall scores at midterm.

Step 2 shows the list of students who match the search criteria you specified in Step 1. You can export this list and you can also uncheck a name to exclude that student from the mailing. Click **Next** to go to Step 3.

Step 3 of the wizard lets you compose your email to the students selected in the previous step. Click **Send Email** to send your message to the selected students.
6. **View Gradebook alerts.**
The Alerts page shows you which students are inactive in your course, and which assignments need to be graded, and any mastery or coverage mismatches if you are in a Knewton-enabled course.

In the Gradebook, click **Inactivity** in the **Alerts** section. The Alerts page shows you the list of students who have not submitted any work in the course for the past 3 days. You can see the date of the last submission, as well as which assignment was last submitted. Click the **Actions** dropdown list for a student to send an email to the student or to archive the alert.
Click **Work need grading**. This page shows you submitted assignments that require review or grading. Click the **Assignment name** to review and grade the assignment.