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Within your reading you will notice the following icons:

- Click to watch a video showing you the steps for completing the activity.
- Click to start a practice module where you can Work through the steps of an interactive simulation to complete the activity.
- Read best practices tips and strategies for implementing a feature in your course.
- Read important notes regarding a feature.
- Click to open up the relevant Instructor Help page for the topic.
In this lesson, you will learn how to:

- Customize the question options for an assignment
- Use question pools in a quiz or test

**Customize the question options for an assignment**

You have several options available for your homework, quiz, and test questions, such as changing point values, including questions from other textbooks, adding instructor tips, and others. In this lesson, you will learn about the various options and how to use them to customize your questions.

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

   ![Image](https://via.placeholder.com/150)

   **Note:** The steps for customizing the question options for a quiz or test are similar.

2. **Change the question point values.**
   By default, each question is worth 1 point. Change the point value for the first question to 2 points, and change the point value for the second question to 3 points. Notice that the total number of points for the assignment is automatically updated.

   ![Table](https://via.placeholder.com/150)

3. **Include questions from another textbook.**
   In addition to the questions from the textbook you are teaching from, you can select questions from other textbooks in the Pearson library.

   Click **Change** to the right of your textbook title at the top of the page. In the Select book pop-up window, enter "Bittinger" in the Find Titles box, and click **Find Titles**. Select the **Bittinger, Basic Mathematics, 11th edition** textbook from the list and click **Select Book**.
Notice that the dropdown lists are updated to reflect the organization in the new textbook. Click the **Chapter** dropdown list and select **Chapter 1**. Then click the **Section** dropdown list and select **Section 1.2**. Check the box to the left of the first two questions in the **Available Questions** list, and click **Add** to include these questions in your homework assignment. The program identifies the questions from the different book with an asterisk and the thumbnail view lists the textbook from which the question was chosen.

---

**My Selections (5)**

<table>
<thead>
<tr>
<th>#</th>
<th>Question ID</th>
<th>Objective</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1.2.1</td>
<td>Mathematically Speaking</td>
</tr>
<tr>
<td>2</td>
<td>1.2.3</td>
<td>Mathematically Speaking</td>
</tr>
<tr>
<td>3</td>
<td>1.2.5</td>
<td>Mathematically Speaking</td>
</tr>
<tr>
<td>4</td>
<td>#1.2.1</td>
<td>Add whole numbers.</td>
</tr>
<tr>
<td>5</td>
<td>#1.2.3</td>
<td>Add whole numbers.</td>
</tr>
</tbody>
</table>

Note: You can include up to 20 questions from other books in any one assignment. However, you must include at least one question in the assignment from your course book.

---

4. **Include multiple-choice questions.**

The majority of the publisher questions are of the short-answer format, however, there are also multiple-choice questions available.

Check the **Show additional test bank questions** box in the **Question Source** section at the top right of the page. Uncheck the **Show publisher questions** box.
The Available Questions list is refreshed and shows only the questions from the test bank. These are identified with (tb) in the Question ID. Hover your mouse over the first question in the list for a thumbnail view of the question.

Check the boxes for the first two questions in the Available Questions list and click **Add** to include these questions in your homework assignment.

5. **Add instructor tips.**
You can add your own notes to questions for clarification or to provide additional directions to students.

Click the first question in your My Selections list to open the preview window. On the Preview window, click **Add Instructor Tip**. Enter "**Be sure to check your answer.**" in the box. Click **Save** to add the tip to the question. The instructor tip will pop up automatically when the student first opens this question in your assignment.
6. **Require students to show work.**
You can require students to show their work on individual questions in the assignment. On the question preview window, check the **Student to show work** box at the bottom of the window.

The Show Work window will pop up automatically when the student first opens this question in your assignment. Students can select Help in the menu bar to learn how to use the Show Work window.

**Note:** Students must turn off the pop-up blocker in their browsers to have the Instructor Tip or Show Work window pop up automatically. Alternatively, they can click the Instructor Tip or Show Work button in the Learning Aids panel to pull up the window.
Tip: You have to manually grade each student's work, so be judicious in the number of questions that require students to show work. A best practice is to limit the number of Show Work questions to 20% of the total number of questions in the assignment.

7. **Set the question scoring options.**
   You can adjust the numeric answer tolerance for a question, award partial credit for equivalent answers, and set the number of attempts students have on each part of the question.

   On the preview window, click **Scoring Options** at the bottom right of the window.

   In the Question Scoring Options window, select the Award partial credit option, and enter 80% in the box. If a student enters an answer for this question that is equivalent to the correct answer but not in the specified form, the answer will be marked partially correct and the score will be 80% of the total points for that question.
**Up To Speed**

On Step 2, click **View question details** at the top of the My Selections list. On the View Question Details window, you can specify the numeric answer tolerance, credit for unsimplified answers, number of tries within each question, and require students to show work for multiple questions.

8. **Save your changes.**

   Return to the Add/Remove Content window and click **Save & Assign** to save your question options and return to the Homework/Test Manager.
Use question pools in a quiz or test

Within quizzes and tests, you can increase the variation of questions by using question pools. A question pool is a group of questions that are associated with a single question on a quiz or test. The question the student views on the quiz or test is a random selection of one of the questions from the pool. In this lesson, you will use question pooling in a quiz.

Tip: Since the questions on your quiz or test are also algorithmically generated, pooling greatly reduces the chances of two students seeing the same question with the same values.

1. **Edit the quiz.**
   In the Homework/Test Manager, click the **Actions** dropdown list for one of your quizzes or tests, and select **Edit**. Click **Go** to open up the quiz editor. In Step 1 of the editor, click **Next** to go to the Add/Remove Content step.

2. **Enable question pooling.**
   Before you can create question pools, you have to enable question pooling. Click **Pooling options** at the top of the My Selections list. On the Pooling Options window, select **Enable question pooling** and click **OK**.

3. **Create a question pool from existing questions in the quiz.**
   Check the boxes to the left of the first two questions in the My Selections list. Click **Pool**. The two questions are pooled together.

Notice that the pooled questions in the My Selections list are separated by a different color band, with each band representing one question pool. Your quiz now has two questions.
4. **Create a question pool by adding new questions.**
   If needed, filter the list of available questions to show questions from Section 1.2. Check the boxes for questions 1.2.9, 1.2.11, and 1.2.15 and click **Pool**. These questions are added to a quiz and are pooled as question 3 on your quiz.

   **Tip:** Pool questions with the same objective and difficulty level to increase the number of variations for your quiz.

5. **Save your changes.**
   Click **Save & Assign** to save your quiz and return to the Homework/Test Manager.
MyMathLab/MyStatLab – Intermediate

LESSON 2 – CUSTOMIZE THE SETTINGS FOR HOMEWORK ASSIGNMENTS

In this lesson, you will learn how to:

- Customize the scoring options for a homework assignment
- Customize the access controls for a homework assignment
- Customize the presentation options for a homework assignment

Customize the scoring options for a homework assignment

In this lesson, you will learn how to specify the late submission policy (if any), partial credit scoring, and Show Work grading options for all assignment types.

1. Edit the settings for the homework assignment.
   In the Homework/Test Manager, click the Actions dropdown list for the assignment you customized in Lesson 1, and select Settings for Class. Click Go to choose the settings for the assignment.

2. Specify the late submission policy.
   If you set a due date for your assignment, you will be able to specify the late submission policy in the Scoring Options section. For this lesson, make the following changes to the late submission policy.

   - Check the box to Allow students to work and change score after due date. This will allow students to submit the assignment after the due date. Next, you will impose conditions for late submissions.

   - Check the Require password box, and enter "mypassword" in the password box. This allows you to control which students can access the homework after the due date.

   **Up To Speed**
   You can also assign passwords for individual students. In the Homework/Test Manager, select Settings per Student from the Actions dropdown list for the assignment.

   - Check the Require final submission box and enter a date two weeks from the due date for the assignment. This will allow students to access the assignment up to two weeks past the original deadline.

   - Check the Deduct late submission penalty box and enter 10 in the Penalty box. Scores for assignments submitted after the original due date will automatically be penalized by 10% of the earned score. For example, if a student earned 80% on the assignment the final score will be 72%.
Check the **Apply only to questions scored after the due date** box. This will restrict the late submission penalty to the questions that a student submits after the due date. Questions submitted prior to the due date will retain their full earned value.

**Tip:** Setting a late submission penalty provides a motivation for students to complete the assignment on time. You can also set a late submission penalty per day as a further motivation for students to complete the assignment as soon as possible.

3. **Specify the partial credit policy for multi-part questions.**
   If any question in your assignment has more than one answer part, the program can award partial credit for the parts that are answered correctly by a student. For example, if there are four parts in a question and a student enters the correct answer for three parts, the program can award the student 0.75 out of 1 point for the question score.

   **Tip:** To avoid decimal partial credit, you can change the question point value to equal to the total number of answer parts in the question. In the example above, changing the point value to 4 would result in partial credit of 3 out of 4 points.

By default, the partial credit scoring option is checked. Uncheck **Partial Credit** to disallow partial credit on multi-part questions. When this option is unchecked, students get a 0 score on a multi-part question when they answer any part incorrectly.

4. **Specify the Show Work scoring policy.**
   If any questions in your assignment require students to show work, students must answer the question and enter their work in the Show Work window. You can choose how both parts of the Show Work question are scored.

   For this lesson, select **Automatically score question** and enter 50 in the percentage box. Select **Manually score Show Work**. With these settings, entering the correct answer earns 50% of the points for the question. You would award the remaining 50% manually after you have reviewed the student's work.
Tip: Here are several scoring scenarios for Show Work questions:

* 100% automatic scoring for question, 0% automatic score for Show Work
Use this in conjunction with requiring work for every question in the assignment. If a student does not answer a question correctly, you can manually check the student's work and award partial credit. If a student answers a question correctly, there is no need for you to review the student's work.

* 0% automatic scoring for question, manual scoring for Show Work
Use this to manually score each question by reviewing the answer and the student's work.

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

**Customize the access controls for a homework assignment**

*Note: You need at least three assignments in your Homework/Test Manager to complete this part of the lesson. If needed, return to the Homework/Test Manager and create additional assignments.*

1. **Edit the settings for the homework assignment.**
   In the Homework/Test Manager, click the **Actions** dropdown list for the assignment you customized earlier in this lesson, and select **Settings for Class**. Click **Go** to choose the settings for the assignment.

2. **Specify the prerequisite for the assignment.**
   In the Access Controls section, click **Change** to the right of Prerequisites. On the Add Prerequisites window, click the **Prerequisite Item** dropdown list and select one of your other assignments from the list. Enter **80** in the **Minimum Score** box. This setting requires students to score at least 80% on the prerequisite assignment before they can begin the current assignment. Click **OK** to return to the Choose Settings window.
Tip: Use prerequisites to ensure mastery of prerequisite concepts. A best practice is to specify 80% mastery on homework assignments and 70% mastery on quizzes or tests.

**Up To Speed**

An assignment can have more than one prerequisite assignment that students must complete before it can be accessed. Alternate prerequisite assignments allow students more than one path for satisfying the prerequisite for an assignment. On the Homework/Test Manager, click Set Prerequisites in the toolbar. On the Set Prerequisites window, select Advanced Settings. Check the Multiple Prereqs. box for the assignment. Once you select a prerequisite item, another dropdown list will appear below the first to allow you to select a second prerequisite item. Click Add alternate prerequisites to specify alternate prerequisite assignments.

3. **Specify the number of attempts allowed per question.**

When students complete a homework question, a Similar Exercise button appears below the question and allows them to generate the question again. If the Attempts per question option is unchecked, students can generate a new version of the question an unlimited number of times. You can use the Attempts per question option to limit the number of times that a new version of a question will be generated.

Check the Attempts per question box and enter 2 in the text box. Students can work each question twice and then the Similar Exercise button is no longer available.
Note: When you limit the number of attempts, students see a warning about the limit on the Homework Overview page before and after they work on the assignment. They also see a warning before their last attempt at the question.

Students use one of their attempts when they access the Help Me Solve This learning aid.

Tip: Limit the number of attempts per question to discourage students from "gaming" the system by generating multiple versions of a question in an effort to get the correct answer without doing any mathematical work.

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

#### Customize the presentation options for a homework assignment

In this lesson, you will learn how to customize the student view of the homework window by specifying which learning aids are available, how questions and answers are displayed, and others.

1. **Edit the settings for the homework assignment.**
   In the Homework/Test Manager, click the **Actions** dropdown list for the assignment you customized earlier in this lesson, and select **Edit**. Click **Go** to enter the editor. At the top of the page of Step 1, click **Choose Settings** to go to Step 3.

2. **Specify how answers are scored in multi-part questions.**
   If a homework question has more than one answer part and a student answers at least one part incorrectly, the program will indicate that the answer is incorrect but will not identify which part was answered incorrectly.

   In the Presentation Options section, check the **Lock Correct Answers** box to preserve students' correct answers in a multi-part question. When you select this option, students can click **Check Answer** to find out which answers are correct and then try again on the incorrect answers without losing their correct answers. For example, suppose a question has two answer boxes, as shown below.

   ![Example Question](image)

   Next, suppose the student enters the correct answer for the first box and the incorrect answer for the second box and checks the answer. The program will indicate the correct
3. **Select the learning aids.**
You can choose the learning aids available to students while working on the homework assignment. The default Learning Aids are shown on the right. In the Presentations Options section, click **Change**. On the pop-up window, you can uncheck any learning aids that you want to hide from students.

*Note: The type and number of learning aids varies by question and by textbook.*

<table>
<thead>
<tr>
<th>Presentation Options</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Lock Correct Answers</strong></td>
</tr>
<tr>
<td><strong>Save Values</strong></td>
</tr>
<tr>
<td><strong>Printing</strong></td>
</tr>
<tr>
<td><strong>Learning Aids</strong></td>
</tr>
<tr>
<td><strong>Graphing</strong></td>
</tr>
<tr>
<td><strong>Study Plan</strong></td>
</tr>
</tbody>
</table>

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

- Customize the access controls for a quiz
- Customize the presentation options for a quiz
- Customize the review options for a quiz

### Customize the access controls for a quiz

In this lesson, you will learn how to customize the access students have to a quiz by requiring a password to open the quiz or test, specifying the number of attempts allowed, as well as options for incomplete quizzes or tests.

1. **Edit the settings for the quiz.**
   In the Homework/Test Manager, click the **Actions** dropdown list for the quiz you customized in Lesson 1, and select **Settings for Class**. Click **Go** to choose the settings for the quiz.

2. **Set a password for the quiz.**
   You can restrict access to the quiz by requiring a password to be entered to gain access to the quiz. Check the **Password** box and enter "mypassword" in the text box. The student will be prompted to enter this password before beginning the quiz.

   **Tip:** Use a password when the quiz is taken in a proctored setting to ensure that students cannot open the quiz outside of the proctored setting, or if you want to control access to an un-proctored quiz.

3. **Limit the number of quiz attempts.**
   You can limit the number of times a student can take the quiz before the due date. Check the **Number of Attempts** box and enter 3 in the box. Students will be allowed up to three attempts for this quiz.

   **Note:** When a student begins the quiz, this counts as one attempt. Unlike homework, students do not receive feedback while they are taking the quiz, and the quiz is only graded when the student submits it.

4. **Set a prerequisite for the quiz.**
   As with homework assignments, you can set prerequisites for the quiz. Click **Change** to the right of Prerequisites. On the Add Prerequisites window, select your first homework assignment from the **Prerequisite Item** dropdown list. Enter 80 for the minimum score. Click **OK** to return to the Choose Settings step. Students will be required to earn at least 80% on the prerequisite assignment before they can open the quiz.
**Up To Speed**

With quizzes and tests, you can specify prerequisites for each quiz or test attempt. On the Add Prerequisites window, select **Attempt 1** from the **Attempt** dropdown list. Select your **first media assignment** from the next **Prerequisite Item** dropdown list. Enter **100** for the minimum score, and select **Attempt 2** from the **Attempt** dropdown list.

![Add Prerequisites](image)

Students will be required to earn at least 80% on the first homework assignment to open the quiz the first time. After they complete the first quiz attempt, they must earn 100% on the first media assignment to attempt the quiz a second time.

**Tip:** Use prerequisites for quiz attempts to require students to review and remediate in between attempts. In addition, limit the number of quiz attempts to motivate students to prepare adequately before attempting the quiz.

5. **Set the option for resuming a quiz.**

You can specify how students can resume an interrupted quiz. A quiz could be interrupted, for example, by a technical difficulty with the student's computer or a mistaken exit. You can allow students to resume the quiz without instructor permission, or you can require students to get your permission to resume the quiz.

For this lesson, accept the default option for students to complete the quiz in one sitting, and to allow students to re-access and complete an interrupted quiz on their own.
Tip: Use Restricted Access or Blocked Access if you want to control student access to an interrupted quiz.

Up To Speed

You can prevent students from opening applications or other browser windows when taking the quiz by enabling the LockDown Browser. From the course home page, click course settings in the top left of the page and select Edit MML Settings. On the Course Settings Summary window, click Edit in the Learning Aids and Test Options section. Check the Lockdown Option box and click Save.

Return to the Homework/Test Manager and edit the settings for the quiz. In the Access Controls section, the Lockdown Browser options are now available. Check the Lockdown Browser box.

When students open the quiz, the Lockdown Browser will prompt them to close all open applications and other browser windows, and the quiz will be displayed in the Lockdown Browser. To further control access to the quiz, select the Save for Later option for the Incomplete Attempt.

Students will see one question at a time in numerical order, and will not be allowed to return to a previously accessed question. If the student saves the quiz and returns later, he will be presented with the next unanswered question on the quiz.
6. **Save your changes.**
Click **Save & Assign** to save your quiz and return to the Homework/Test Manager.

### Customize the presentation options for a quiz

In this lesson, you will learn how to customize which, if any, learning aids are available to students in the quiz window, as discussed in Lesson 4 with homework assignments. Other options with quizzes and tests include setting a time limit and scrambling the question order.

**Tip:** Change the Learning Aids display to show all learning aids and check the **Show in Review mode only** box. When students are taking the quiz, they will not have access to any of the learning aids. After they submit the quiz, they can access the learning aids as they review the quiz in their Gradebook.

1. **Edit the settings for the quiz.**
In the Homework/Test Manager, click the **Actions** dropdown list for the quiz you customized earlier in this lesson, and select **Edit**. Click **Go** to enter the editor. At the top of the page of Step 1, click **Choose Settings** to go to Step 3.

2. **Set a time limit for the quiz.**
Check the **Quiz time allowed (minutes)** box, and enter **60** in the text box. Check the box to **Show time remaining during quiz**. With these settings, students will have 60 minutes from the time they start the quiz to submit the quiz for grading. A countdown timer will be displayed on the quiz page. A warning box will pop up when the time limit is approaching, and the quiz will be submitted automatically when the time limit is reached.

3. **Scramble the question order.**
Check the **Question display** box to randomly scramble question order each time a student opens up the quiz.

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

### Customize the review options for a quiz

In this lesson, you will learn how to specify the information displayed to students after they submit the quiz for grading and choose when students can review their quiz results.

1. **Edit the quiz.**
In the Homework/Test Manager, click the **Actions** dropdown list for the quiz you customized earlier in this lesson, and select **Edit**. Click **Go** to enter the editor. At the top of the page of Step 1, click **Choose Settings** to go to Step 3.
2. **Set the results display option.**

Click the Results Display dropdown list in the Review Options section. You can specify what results, if any, are displayed after the student submits the quiz for grading. The following options are available:

- Quiz Summary shows quiz score and question results
- Quiz Summary shows quiz score only
- Hide score and question results

For this lesson, select the **Quiz Summary shows quiz score only** option. With this option, students will be shown their score on the quiz but they will not see how they scored on each question.

**Tip:** Hide the question results for high-stakes assessments or assessments with static questions so that students can see their score on the assessment but are not able to view the questions or their answers.

3. **Set the review options.**

Click the Reviewing quiz dropdown list. You can choose when students can review their quiz results. The available options are:

- Student can review quiz any time after submitting
- Student can review quiz only immediately after submitting
- Student can review submitted quiz any time after due date
- Student can never review submitted quiz

For this lesson, select **Student can review submitted quiz any time after due date.** This option will allow students to review their quiz and results after the quiz due date.

<table>
<thead>
<tr>
<th>Review Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>Results Display</td>
</tr>
<tr>
<td>Quiz Summary shows quiz score only</td>
</tr>
<tr>
<td>Reviewing quiz</td>
</tr>
<tr>
<td>Student can review submitted quiz any time after due date</td>
</tr>
</tbody>
</table>

6. **Save your changes.**

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

- Customize display options in your Gradebook
- Customize the course roster in your Gradebook

### Customize display options in your Gradebook

In this lesson, you will customize your Gradebook spreadsheet view by selecting the assignments for viewing and changing the score display.

1. **Open the Show/Hide Assignments page.**
   - In the Gradebook, select **Show/Hide Assignments** from the More Gradebook Tools dropdown list. On the Show/Hide Assignments page, you will see the list of all assignments in your course.

2. **Select the assignments to hide.**
   - For this lesson, check the box in the **Hide** column for the first two assignments. Click **Update** to confirm your choices. Click **OK** in the pop-up alert box, then click **Cancel/Done** to return to the Gradebook. Click **All Assignments** to open the spreadsheet view of the Gradebook. The hidden assignments are no longer displayed in the instructor Gradebook,
and a note is displayed above the spreadsheet to indicate that you have hidden assignments.

![Image]

**Note:** The hidden assignments will continue to show in your students’ Gradebook.

**Tip:** Hide assignments that you create for student practice only or that are used as templates for other assignments to minimize the number of assignments displayed in the Gradebook and to enable quicker access to relevant student results.

3. **Select the score display mode.**
   In the Gradebook, select **Set Scoring Options** from the **More Gradebook Tools** dropdown list. In the Score Display section of the Set Scoring Options page, you can choose to display overall scores and category scores in the Gradebook as Percentages or Points. For this lesson, select **Points**.

![Score Display]

Click **Update** to confirm your choices. Click **OK** in the pop-up alert box, then click **Cancel/Done** to return to the Gradebook. Click **All Assignments** to open the spreadsheet view of the Gradebook. The Overall Score is now displayed as points.

![Class Roster]

**Note:** Only the overall score is displayed as points. The assignment scores continue to display as percentages.
Customize the course roster in your Gradebook

When students self-enroll in your MyMathLab course, they are listed in the course roster, as well as in your Gradebook. In this lesson, you will customize the course roster by adding student IDs and changing a student's status in your course.

1. Add student IDs to the Gradebook.
   In the Gradebook, click Add/Edit Student IDs in the toolbar. On the Add/Edit Student IDs page, enter Student IDs for the first two students. Check the Show Student IDs in Gradebook box to display the IDs in the spreadsheet view of your Gradebook.

   ![Add / Edit Student IDs]

   Students must enter their ID before working in course
   ID Type: School ID (Students will be prompted to enter this ID type)
   Show Student IDs in Gradebook
   Order Students by Student ID

<table>
<thead>
<tr>
<th>Students</th>
<th>Login name</th>
<th>Student ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student1</td>
<td>Student1</td>
<td>1001</td>
</tr>
<tr>
<td>Student2</td>
<td>Student2</td>
<td>1002</td>
</tr>
<tr>
<td>Student3</td>
<td>Student3</td>
<td></td>
</tr>
</tbody>
</table>

   Note: Click Upload Student IDs to upload Student IDs from a spreadsheet. You can also check the first box if you want students to enter their ID before working in the course.

   Click OK to continue, and then click OK in the pop-up alert box. Click Gradebook at the top of the page to return to the Gradebook. Click All Assignments to open the spreadsheet view of the Gradebook. The Student IDs are displayed in a column to the right of the students' names.

   ![Spreadsheet View]

   Class Roster | Student ID | Overall Score | # of Results | MML 1a (Sections 1.1 - 1.3) |
   --------------|-----------|---------------|--------------|-----------------------------|
   Percent of overall score | - |
   Class Average | 87.8% | - | - | 94% IA |
   Class Median | 95.3% | - | 1179 | 96% |
   # of Results | -- | 20 | 99.6%* |
   | 1001 | 86.3/90 | 20 | 99.6%* |
   | 1002 | 94.7/90 | 20 | 96% |
   | -- | 91.7/90 | 19 | 100% |
Tip: If you teach more than one section of a course and each section has identical assignments and settings, you can create one MyMathLab course and have students from each section enroll in the same course. Enter the section number (or any unique ID) as the Student ID for students in that section. For example, you could enter "1" as the Student ID for students in the first section, and enter "2" as the Student ID for students in the second section. This allows you to quickly sort your Gradebook by section.

<table>
<thead>
<tr>
<th>Class Roster</th>
<th>Student ID</th>
<th>Overall Score</th>
<th># of Results</th>
<th>MML 6a (Sections 5.1 - 5.3)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class Average</td>
<td>87.8%</td>
<td>--</td>
<td>--</td>
<td>93.4%</td>
</tr>
<tr>
<td>Class Median</td>
<td>95.3%</td>
<td>--</td>
<td>1179</td>
<td>94%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Percent of overall score</th>
<th>Overall Score</th>
<th># of Results</th>
<th>MML 6a (Sections 5.1 - 5.3)</th>
</tr>
</thead>
<tbody>
<tr>
<td>88.3/90</td>
<td>20</td>
<td>100%</td>
<td></td>
</tr>
<tr>
<td>91.7/90</td>
<td>19</td>
<td>100%</td>
<td></td>
</tr>
<tr>
<td>12/90</td>
<td>20</td>
<td>0%*</td>
<td></td>
</tr>
<tr>
<td>9.5/90</td>
<td>20</td>
<td>0%*</td>
<td></td>
</tr>
<tr>
<td>77.3/90</td>
<td>20</td>
<td>94%</td>
<td></td>
</tr>
<tr>
<td>83.1/90</td>
<td>20</td>
<td>90%*</td>
<td></td>
</tr>
<tr>
<td>94.7/90</td>
<td>20</td>
<td>100%</td>
<td></td>
</tr>
<tr>
<td>94.3/90</td>
<td>20</td>
<td>100%</td>
<td></td>
</tr>
<tr>
<td>90.2/90</td>
<td>20</td>
<td>96%</td>
<td></td>
</tr>
<tr>
<td>92.7/90</td>
<td>20</td>
<td>92%</td>
<td></td>
</tr>
</tbody>
</table>

2. Change a student's status to inactive.
Click **Course Tools** in the course menu, and then click **Course Roster**. The course roster lists all of the students currently enrolled in your course. Click Active for the first student and select **Inactive** in the pop-up box. The student's access to the course will be disabled.
Note: A student's status is automatically set to Inactive if the student selected the Temporary Access option to access your course and did not pay for full access before the Temporary Access expiration date. The student’s assignment results are saved in the Gradebook and will be restored once the student enters an access code and returns to Active status.

Close the box, then click **Save** in the Course Roster window. Notice that the inactive student's name is highlighted in the course roster. Click **Close** on the confirmation page to return to the course. Click **Gradebook** at the top of the page to return to the Gradebook. The student's name appears in gray at the end of the list of active students.

<table>
<thead>
<tr>
<th>Class Roster</th>
<th>All Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>Training, Student 2</td>
<td></td>
</tr>
<tr>
<td>Training, Student 3</td>
<td></td>
</tr>
<tr>
<td>Training, Student 4</td>
<td></td>
</tr>
<tr>
<td>Training, Student 5</td>
<td></td>
</tr>
<tr>
<td>Training, Student 6</td>
<td></td>
</tr>
</tbody>
</table>

**Tip:** Change a student’s status to Inactive when the student withdraws from the class.
MyMathLab/MyStatLab – Intermediate

LESSON 5 – MANAGE COURSE GRADES

In this lesson, you will learn how to:

• Create an offline assignment to record non-MyMathLab grades
• Set up grade weighting by percentage
• Set up grade weighting by points
• Omit assignment results
• Customize the scoring options in your Gradebook

Create an offline assignment to record non-MyMathLab grades

You have the ability to include offline items in your Gradebook to record grades earned outside of MyMathLab, such as written exams or participation grades. In this lesson, you will create an offline assignment to record your Final Exam grades.

1. Create a new offline assignment.
   In the Homework/Test Manager, click Create Assignment and select Add Offline Item from the dropdown list. The Add Offline Item wizard has three steps to help you set up your offline assignment.

   Note: This option is also available through the Gradebook. Click Add Offline Item from the Manage Gradebook Tools dropdown list.

2. Step 1: Start.
   In Step 1, accept the default option to Add an offline item to any category in your Gradebook. Click Next to go to Step 2.

   Note: You can also upload a spreadsheet for multiple offline items and their scores.

   Choose Test from the Gradebook Category dropdown list, and type "Final Exam" in the Item name box. Select a date one week from today's date, and enter 150 as the total number of points for the Final Exam. Click Next to go to Step 3.
Note: By default, the offline item will be displayed with all chapters in the Gradebook. Click Change Chapter... to change the chapter association, if desired.

4. Step 3: Enter Scores.
Enter the exam scores in the Correct Points column. Note that the program automatically converts your score to a percent in the Score column.

Note: Offline items can be added before your students have enrolled in the course. You then have the option of entering scores directly or uploading scores for your offline item.
Click **Save** to save your assignment. You will see a summary of the settings for your offline item. Click **OK** to close the Offline Item Summary page. Your Final Exam 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.</th>
<th>Due.</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
<td>My First Homework Assignment</td>
<td></td>
<td></td>
<td>05/26/12</td>
<td>06/02/12</td>
<td>-- Choose --</td>
</tr>
<tr>
<td>2</td>
<td>1</td>
<td>My First Media Assignment (MA)</td>
<td></td>
<td></td>
<td>05/26/12</td>
<td></td>
<td>-- Choose --</td>
</tr>
<tr>
<td>3</td>
<td>1</td>
<td>My First Quiz</td>
<td></td>
<td></td>
<td>05/29/12</td>
<td>06/05/12</td>
<td>-- Choose --</td>
</tr>
<tr>
<td>10</td>
<td>C-Appendix</td>
<td>Final Exam (Offline)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Note:** The Final Exam is marked as "(Offline)" to indicate that this is an offline item. This notation is only visible in the Homework/Test Manager, and students will not see this notation.

4. **View the offline assignment in the Gradebook.**
   In the Gradebook, click **Tests** to open the spreadsheet view for the Tests category. Your Final Exam assignment along with the grades you entered will be displayed.

5. **Edit the offline assignment.**
   In the Gradebook, select **Manage Offline Items** from the **More Gradebook Tools** dropdown list. On the Manage Offline Items page, select **Edit** from the **Actions** dropdown list for the Final Exam. You can edit all of the information for the assignment except for the Gradebook Category. Click **Next** to go to Step 3. On the Enter Scores page, you can edit the student scores or enter new scores as needed. Click **Save** to save your changes.

---

**Set up grade weighting by percentage**

If you are using the Gradebook to record all of your course grades from MyMathLab assignments and offline assignments, you can set up the grade weighting to automatically calculate each student's overall score.

**Tip:** If you are not recording all grades in the Gradebook, the overall score displayed will not reflect the students' course average. You may wish to hide the overall score from your students' results pages to avoid misunderstandings about their course average. In the Gradebook, select **Set Scoring Options** from the **More Gradebook Tools** dropdown list. On the Set Scoring Options page, check the **Hide Overall Score from students** box, and click **Update**.

You have two options for weighting grades:
- **Category and Assignment Weighting** – categories are weighted relative to one another and assignments are weighted within each category. This option is commonly known as weighting by percentage.

- **Assignment Weighting Only** – assignments are weighted relative to other assignments only. Category weights are not used in the calculations. This option is commonly known as weighting by points.

In this lesson, you will learn how to set up grade weighting by percentage.

1. **Select the weighting option.**
   In the Gradebook, click **Change Weights** in the toolbar. On the Change Weights page, accept the default option for **Category and Assignment Weighting**.

2. **Change the category weights.**
   We will use the following grade distribution in this lesson.

<table>
<thead>
<tr>
<th>Category</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Homework</td>
<td>10%</td>
</tr>
<tr>
<td>Quizzes</td>
<td>20%</td>
</tr>
<tr>
<td>Tests</td>
<td>30%</td>
</tr>
<tr>
<td>Final Exam</td>
<td>30%</td>
</tr>
<tr>
<td>Participation</td>
<td>10%</td>
</tr>
</tbody>
</table>

   Enter 10 for the **Homework** weight and 20 for the **Quizzes** weight. In this example, the Final Exam is placed in the Tests category, and we enter 60 for the **Tests** weight. Finish by entering 10 for the **Other** weight. Click **Update** to save your changes.
Up To Speed

Since we are recording Participation grades in the Other category, we can change the name of this category. Click Rename... and enter Participation in the Rename Gradebook Category box. Click OK to confirm the change.

3. Change the assignment weights.
In the example above, there are four tests and a Final Exam in the course. The tests are weighted equally and count for 30% of the overall course grade; therefore each test counts for 7.5% of the course grade.

The Assignment Weighting section within the category lists all of the assignments in your course. The default assignment weight for each test is 10 points. Since the Final Exam is worth 30% of the course grade, the exam counts four times as much as each test, enter 40 for the assignment weight for the Final Exam. Click Update to save your changes.

<table>
<thead>
<tr>
<th>Assignment Name</th>
<th>Assignment Weight</th>
<th>Percent of Overall Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test 1</td>
<td>10 pts</td>
<td>7.5%</td>
</tr>
<tr>
<td>Test 2</td>
<td>10 pts</td>
<td>7.5%</td>
</tr>
<tr>
<td>Test 3</td>
<td>10 pts</td>
<td>7.5%</td>
</tr>
<tr>
<td>Test 4</td>
<td>10 pts</td>
<td>7.5%</td>
</tr>
<tr>
<td>Final Exam</td>
<td>40 pts</td>
<td>30%</td>
</tr>
</tbody>
</table>

The Percent of Overall Score column shows the correct grade distribution for each test and the Final Exam.

Note: The Percent of Overall Score column may show different percentages if more than one Gradebook category is displayed in the Assignment Weighting section.

Up To Speed

Suppose Tests count for 25% of the grade and the Final Exam counts for 30% of the grade. Each test then counts for 6.25%, and the Final Exam counts 4.8 times as much as each test. Since you cannot enter a decimal number for the assignment weight, you will have to find whole numbers that give you the same ratio. For example, you could enter 48 as the Final Exam weight and 10 as the weight for each test.
Set up grade weighting by points

You also have the option to set up your grade weights by points.

1. **Select the weighting option.**
   In the Gradebook, click **Change Weights** in the toolbar. On the Change Weights page, select the option for **Assignment Weighting Only**.

   ![Change Weights](image)

   *To specify how your students’ Overall Score is calculated, make the appropriate selections and set assignment and category weights below.
   - **Category and Assignment Weighting:** Weight categories relative to one another; then weight assignments within each category.
   - **Assignment Weighting Only:** Weight assignments relative only to other assignments.*

2. **Change the assignment weights.**
   We will use the following grade distribution in this lesson.

<table>
<thead>
<tr>
<th>Category</th>
<th>Number of assignments</th>
<th>Total points per category</th>
</tr>
</thead>
<tbody>
<tr>
<td>Homework</td>
<td>20</td>
<td>100</td>
</tr>
<tr>
<td>Quizzes</td>
<td>10</td>
<td>200</td>
</tr>
<tr>
<td>Tests</td>
<td>4</td>
<td>300</td>
</tr>
<tr>
<td>Final Exam</td>
<td>1</td>
<td>300</td>
</tr>
<tr>
<td>Participation</td>
<td>14</td>
<td>100</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>1000</strong></td>
</tr>
</tbody>
</table>

   Enter **5** for the weight for each homework assignment, **20** for the weight of each quiz, **75** for the weight of each test, and **300** for the Final Exam weight. For the Participation assignments, you could enter **7** for the weight for 13 assignments, and **9** for the last assignment, so that the total weight is 100 for the category. Click **Update** to save your changes.

   **Note:** If you add additional assignments to any category in the future, you need to adjust the assignment weights so that the correct grade distribution is maintained.

Omit assignment results

You can omit the results of an assignment so they are not included in the grade weights. For example, you may assign a practice test for students to use as review, but not count the practice test in the course average. In this lesson, you will learn how to omit the results for a test.

1. **Omit the results for a test.**
   In the Gradebook, select **Omit Assignment Results** from the **More Gradebook Tools** dropdown list. For this lesson, you will omit the results for Test 1 from the example above. Check the box in the **Omit Results** column for Test 1. Notice that the Percent of Overall Score values for the remaining tests change. Click **Update** to save your changes.

2. **Adjust the grade weights.**
   Since there are now only three tests counting for 30% of the overall course grade, each test counts for 10% of the course grade. To ensure that the Final Exam counts three times as much as each test, enter **30** for the assignment weight for the Final Exam. Click **Update**.
to save your changes. The Percent of Overall Score now correct reflects the grade distribution.

<table>
<thead>
<tr>
<th>Ch.</th>
<th>Assignment Name</th>
<th>Assignment Weight</th>
<th>Percent of Overall Score</th>
<th>Omit Results</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Test 1</td>
<td>10 pcs</td>
<td>0%</td>
<td>☑</td>
</tr>
<tr>
<td>2</td>
<td>Test 2</td>
<td>10 pcs</td>
<td>10%</td>
<td>☐</td>
</tr>
<tr>
<td>2</td>
<td>Test 3</td>
<td>10 pcs</td>
<td>10%</td>
<td>☐</td>
</tr>
<tr>
<td>2</td>
<td>Test 4</td>
<td>10 pcs</td>
<td>10%</td>
<td>☐</td>
</tr>
<tr>
<td>O-Appendix</td>
<td>Final Exam</td>
<td>30 pcs</td>
<td>30%</td>
<td>☐</td>
</tr>
</tbody>
</table>

### Customize the scoring options in your Gradebook

In this lesson, you will learn how to customize the scoring options by selecting which quiz or test score to include in course averages, choosing the method for calculating student averages, and deciding if the instructor's scores are included in class averages.

1. **Select the quiz or test attempts to include.**
   In the Gradebook, select **Set Scoring Options** from the More Gradebook Tools dropdown list. In the Attempts to Include section, you can choose to include the **Best score, Most recent score, Average score, or All scores** for quizzes or tests. For example, suppose you allowed 4 attempts on a test, and a student earned the following scores in the order given: 80, 90, 60, 70. Here is the score that will be used to calculate the test average for each option:
   - **Best score:** 90
   - **Most recent score:** 70
   - **Average score:** 75

   If you selected **All scores,** then the program will include all 4 scores in the calculation of the test average. For this lesson, select the option to include the **Most recent score.**

2. **Select the method for calculating student averages.**
   In the Score Calculations section, you can select **Current average** to include only scored assignments when calculating student averages. With this option enabled, the average will reflect only those assignments that the student has opened.

   If you select **Cumulative performance,** the averages will include scores from all assignments in the course, and any assignments not yet opened will be scored as 0% when the averages are calculated.

   For example, suppose that your course has 10 homework assignments and a student has opened 5 of them and earned 100% on each assignment. If you choose **Current average,** the homework average will be calculated as 100%. If you choose **Cumulative performance,** the student’s homework average will be calculated as 50%. For this lesson, accept the default **Current average** option.
Score Calculations

- **Current average**: Include only scored assignments when calculating student averages.
- **Cumulative performance**: Include scores from all assignments in the course, scoring work not yet completed as zeros.

**Tip**: Use **Cumulative performance** with **Assignment Weighting Only** to set up a "points earned" model for course grades. Students start with 0 points at the beginning of the course and accumulate points as they progress through the course.

3. **Decide whether to include instructor scores.**
   In the Instructor’s Scores section, you can choose to **Omit** or **Include** instructor’s scores in the calculation of class averages. For this lesson, accept the default option to omit instructor’s scores from class averages. Click **Update** to save your changes.

**Instructor’s Scores**

- **Omit**: Do not include instructor’s scores in class averages.
- **Include**: Include instructor’s scores when calculating class averages.
MyMathLab/MyStatLab – Intermediate

LESSON 6 – MANAGE STUDENT RESULTS

In this lesson, you will learn how to:

- Allow students to resume an interrupted test
- Omit assignment results for a student
- Delete assignment results for a student
- Submit zero scores for an assignment
- Drop lowest scores for a category

Allow students to resume an interrupted test

In Lesson 3, you learned how to set the option for resuming an interrupted quiz or test. If you chose the Restricted Access or Blocked Access option, you must take action to allow students to resume the interrupted quiz or test. In this lesson, you will learn how to enable access to an interrupted test.

1. Search for an interrupted test.
   In the Gradebook, click Tests to open the spreadsheet view. Look for test attempts that display the words "access needed."

<table>
<thead>
<tr>
<th>Class Roster</th>
<th>Average</th>
<th># of Results</th>
<th>Test 1 8.6%</th>
<th>Test 2 8.6%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Percent of overall score</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Class Average</td>
<td>82.5%</td>
<td>--</td>
<td>--</td>
<td>--</td>
</tr>
<tr>
<td>Class Median</td>
<td>85%</td>
<td>--</td>
<td>--</td>
<td>--</td>
</tr>
<tr>
<td># of Results</td>
<td>--</td>
<td>4</td>
<td>Change Scores</td>
<td>Change Scores</td>
</tr>
<tr>
<td>Training, Student 1</td>
<td>--</td>
<td>0</td>
<td>access needed</td>
<td>--</td>
</tr>
<tr>
<td>Training, Student 2</td>
<td>83.3%</td>
<td>1</td>
<td>--</td>
<td>--</td>
</tr>
<tr>
<td>Training, Student 3</td>
<td>66.7%</td>
<td>1</td>
<td>--</td>
<td>--</td>
</tr>
<tr>
<td>Training, Student 4</td>
<td>93.3%</td>
<td>1</td>
<td>--</td>
<td>--</td>
</tr>
<tr>
<td>Training, Student 5</td>
<td>86.7%</td>
<td>1</td>
<td>--</td>
<td>--</td>
</tr>
</tbody>
</table>
2. **Enable access to the interrupted test.**

   Click *access needed* to go to student’s Results page. Select *Enable Access* from the Actions dropdown list for the interrupted test, and click *Go*. The test now displays the words "retake allowed", and the student will be able to re-access the test.

   ![Results Table]

<table>
<thead>
<tr>
<th>Results for Test 1</th>
<th>Correct/Total</th>
<th>Score</th>
<th>Time Spent</th>
<th>Date Worked</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test 1</td>
<td>Review</td>
<td>--</td>
<td>retake allowed</td>
<td>06/12/12 11:39am</td>
<td>--Choose-- Go</td>
</tr>
</tbody>
</table>

   **Note:** You have the option to disable access at any time before the student retakes the test.

   **Up To Speed**

   If you have multiple students needing access to one or more interrupted quizzes or test, use the Enable Access to Incomplete Tests page to enable access to specific quiz or test attempts. In the Gradebook, select *Enable Access* from the *More Gradebook Tools* dropdown list. On the Enable Access to Incomplete Tests page, click a quiz or test name to see the list of students needing access.

   ![Enable Access to Incomplete Tests]

   Check the box for an attempt, or check the box for the test and click *Update* to enable access.

   **Omit assignment results for a student**

   In Lesson 5, you learned how to omit the results of an assignment from the calculation of the course grade. You also have the option of omitting a particular student’s results on an assignment. In this lesson, you will learn how to omit an assignment result for a student.
1. **Omit an assignment result.**
   In the Gradebook, click the student's name to go to the Results page. On the Results page, select **Omit** from the Actions dropdown list for the assignment, and click **Go**. The omitted assignment result is grayed out and does not count towards the student's course average.

<table>
<thead>
<tr>
<th>Results from entire course to date.</th>
<th>Correct/Total</th>
<th>Score</th>
<th>Time Spent</th>
<th>Date Worked</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Section 1.1 Homework</td>
<td>Review</td>
<td>6/25</td>
<td>24%</td>
<td>06/12/12 12:11pm</td>
<td>-- Choose -- Go</td>
</tr>
<tr>
<td>Final Exam (Offline)</td>
<td></td>
<td>100/150</td>
<td>66.67%</td>
<td>06/11/12</td>
<td>-- Choose -- Go</td>
</tr>
</tbody>
</table>

2. **Include an assignment result.**
   Omitted results remain in the Gradebook and can be restored at a later time. In the student's Results page, select **Include** from the Actions dropdown list for an omitted assignment, and click **Go**. The assignment now counts towards the student's course average.

   ![Delete assignment results for a student](image)

   You can delete assignment results, permanently removing the student's attempt for the assignment. Deleted results cannot be restored so be sure you no longer need to retrieve the result later; otherwise omit the result. In this lesson, you will learn how to delete assignment results for one or more students.

   **1. Delete an assignment result for one student.**
   In the Gradebook, click the student's name to go to the Results page. On the Results page, select **Delete** from the Actions dropdown list for the assignment, and click **Go**. Click **OK** in the pop-up alert box. The deleted assignment result is permanently removed and the assignment reverts to an unopened state for that student.

<table>
<thead>
<tr>
<th>Results from entire course to date.</th>
<th>Correct/Total</th>
<th>Score</th>
<th>Time Spent</th>
<th>Date Worked</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>My First Homework Assignment</td>
<td></td>
<td>--</td>
<td>past due</td>
<td>-- Choose -- Go</td>
<td></td>
</tr>
<tr>
<td>Section 1.1 Homework</td>
<td></td>
<td>--</td>
<td>past due</td>
<td>-- Choose -- Go</td>
<td></td>
</tr>
<tr>
<td>Section 2.1 Mathematically Speaking Vocab Check</td>
<td></td>
<td>--</td>
<td>past due</td>
<td>-- Choose -- Go</td>
<td></td>
</tr>
</tbody>
</table>

   **Tip:** To delete all assignments results for one student, return to the main Gradebook page and select Delete Results from the More Gradebook Tools dropdown list. On the Delete Results page, select the per Student tab.

   **2. Delete assignment results for all students.**
   You also have the option to delete results for one or more assignments for the whole class. In the Gradebook, select **Delete Results** from the More Gradebook Tools dropdown list. On the per Assignment tab, the **Current # of Results** column shows you the number of scores recorded for each assignment.
Check the box to the left of the first assignment and click **Update**. Click **OK** in the pop-up warning box and click **OK** in the confirmation box. All results for the assignment are deleted and today's date is displayed in the **Last Deleted** column.

Tip: Delete results to revert an assignment to an unopened state so that you can edit the assignment. This is useful prior to the beginning of the term when you are designing your course. You can test the course as a student and then delete results to allow further editing of the assignments.

Submit zero scores for an assignment

If a homework, quiz, or test is not started by a student, or if a quiz or test is interrupted, the assignment is considered incomplete and the program will not record a grade for that assignment. If you set your Score Calculations to Current average (refer to Lesson 5), the incomplete assignment is not included in the calculation of the course average and could give students an inaccurate view of their grade in the course. In this lesson, you will submit zero scores for incomplete assignments.

1. **Submit a zero score for a student.**
   In the Gradebook, click the student's name to go to the Results page. On the Results page, select **Submit Score** from the **Actions** dropdown list for the incomplete assignment, and click **Go**. On the Submit Score window, enter 0 in the **Points Correct** box and click **OK**. Click **OK** in the pop-up alert box.
The assignment now displays with a score of 0. Hover your mouse over the asterisk next to the score to view the date of the submission.

2. **Submit zero scores for all students.**
   You can submit zero scores for one or more assignments for one or more students. In the Gradebook, click **Manage Incompletes** in the toolbar. On the Manage Incompletes page, click an assignment name to see the list of students without results for that assignment.

   **Note:** For students with in-progress quizzes or test, you can choose to submit zero scores or submit current scores. The quiz or test will automatically be terminated for the student.
In this lesson, you will learn how to drop up to five of the lowest scores for assignments in any Gradebook category for your class.

1. **Update the Gradebook.**
   Lowest scores are based on student results at the time you drop the scores, so you should make sure your Gradebook is up to date before you drop any scores. If necessary, you should change scores, omit results, delete results, or submit zero scores as needed.

2. **Drop lowest scores for a gradebook category.**
   In the Gradebook, select Drop Lowest Scores from the More Gradebook Tools dropdown list. For this lesson, you will drop the two lowest homework scores. Select 2 from the dropdown list for the Homework category. Click Drop Lowest Scores, and click OK in the confirmation window. The program records the date, and displays this above the category list.

   **Note:** Assignment weighting is not taken into account when dropping lowest scores.
Before dropping lowest scores, ensure that the Gradebook is up to date. Lowest scores are based on student results at the time when you drop the scores. Future low scores will not be dropped until you drop lowest scores again.

You last dropped lowest scores on 06/12/12.

<table>
<thead>
<tr>
<th>Category</th>
<th>Lowest scores to drop</th>
</tr>
</thead>
<tbody>
<tr>
<td>Homework</td>
<td>Number of lowest scores to drop: 2</td>
</tr>
<tr>
<td>Quiz</td>
<td>Number of lowest scores to drop: 0</td>
</tr>
<tr>
<td>Test</td>
<td>Number of lowest scores to drop: 0</td>
</tr>
<tr>
<td>Other</td>
<td>Number of lowest scores to drop: 0</td>
</tr>
</tbody>
</table>

Note: Lowest scores are based on student results at the time when you drop the scores. Future scores are not considered until you drop lowest scores again. If you drop lowest scores more than once in a term, any previously dropped scores that are no longer the lowest will be restored.

Tip: You can reverse the process and include dropped scores back into the Gradebook by dropping 0 lowest scores for the category.
MyMathLab/MyStatLab – Intermediate

LESSON 7 – CHANGE ASSIGNMENT SETTINGS

In this lesson, you will learn how to:

- Change settings for multiple assignments
- Change assignment settings for individual students

**Change settings for multiple assignments**

In Lessons 2 and 3, you learned how to customize the settings for individual homework assignments, quizzes, and tests. In this lesson, you will learn how to apply these settings to multiple assignments at once.

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 one or more assignments, as well as the final submission dates for late homework.

   For this lesson, check the box for the first three homework assignments. At the top of the **Due** column, select a date two weeks from today, and click **Apply to Selected**. The new date is applied to all three assignments.

   Next, check the box at the top of the **HW/Media Assignment Access** column to allow students to work and change their score after the due date. Check the **Final Submission** box and select a date four weeks from today.

   ![Assignment Settings Table]

   Click **Apply to Selected** to apply the settings to the assignments. Click **Update Changes Only** to save the new dates.
Tip: When creating multiple assignments from scratch, save time by not entering the available and due dates for the individual assignment. Finish creating all of the assignments and then enter all of the assignment dates on the Change Due Dates & Assign Status page.

Note: Clicking Update all settings applies your new settings plus any existing settings to the course. If the course is a coordinator course, this will override any settings individual member instructors have specified in their courses. Refer to MyMathLab/MyStatLab – Advanced for more information about coordinator and member courses.

2. Change scoring options, access controls, presentation options, and review options.
   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 this lesson, select Homework from the Assignment Type dropdown list. Accept the default option to apply the changes to all assignments.

   ![Assignment Type]

   Check the box for Attempts per question in the Access Controls section, and then check the box to limit the number of times a student can work each question. Enter 3 in the text box, and click Apply Settings to change this option on all homework assignments.

   ![Access Controls]

   Tip: When creating multiple assignments from scratch, save time by not customizing the settings on Step 3 for the individual assignments. Finish creating all of the assignments and then customize all of the assignment settings at once on the Change Settings for Multiple Assignments page.

3. Edit assignment names.
   In the Homework/Test Manager, select Change Assignment Settings from the More Assignment Tools dropdown list. On this page, you can edit your assignment names. Click Update to save your changes.
4. **Change other settings.**
To change the Gradebook category for quizzes and tests, select **Change Categories** from the **More Assignment Tools** dropdown list. On this page, you can change an assignment from the Test category to the Quiz category and vice versa.

To change the assignment status for multiple assignments, click **Change Dates & Assign Status** in the toolbar. On this page, you can select one or more assignments and toggle the assignment status.
Tip: If you want to create your assignments ahead of time but not have the assignments show up on your students' assignment list, save the assignments but do not assign them. When you are ready to make the assignments available to students, go to the Change Dates & Assign Status page to quickly change the assignment status to Assigned.

Change assignment settings for individual students

You can change assignment settings for one or more individual students, without affecting the setting for other students. In this lesson, you will learn how to change settings for one assignment for several students and for several assignments for one student.

Tip: For example, if you have students who require test accommodations, you could remove or change the time limit on their quizzes or tests, or you may need to extend the deadline for several assignments for one student.

1. Open the Individual Student Settings page.
   In the Homework/Test Manager, select Individual Student Settings from the More Assignment Tools dropdown list. This page has two views. The Per Student view lets you select a student who needs individualized settings and then modify the settings for one or more assignments. The Per Assignment view lets you select an assignment and then modify the settings for one or more students.

2. Modify settings per assignment.
   For this lesson, you will double the time limit for Test 1 for two students. Click the Per Assignment tab to go to that view. Select Quizzes & Tests from the Assignment Category dropdown list and click Go. Then select Test 1 from the Assignment dropdown list and click Go.
Note: Click **Review Class Assignment Settings** to view a summary of the class assignment settings for the test.

Next, click **Add/Remove Students from List**. On the pop-up window, select the first two students in the **Students with Class Settings** list and click **Add** to move these students to the **Students with Individual Settings** list. Click **OK** to return to the Individual Student Settings page.

On the Individual Student Settings page, check the box at the top of the leftmost column to select both students. The time limit for the test is set at 60 minutes for the class. Change the time limit to **120** minutes at the top of the **Time Limit** column. Click **Apply to Selected**, then click **Update** to confirm the change in time limit for these two students.
3. Modify settings per student.
For this lesson, you will change the due dates for all tests for one student. Click the per Student tab to go to that view. On this page, the two students with personalized settings on Test 1 show up in the Student dropdown list.

**Individual Student Settings**

Select a student who needs individual settings and then add assignments.

To prevent an assignment from contributing to a student’s results, omit the assignment for this student.

Students with individual settings: 2  Change...

Student  Training, Student 1

Click Change to add a third student to the list. On the pop-up window, select the first student in the Students with Class Settings list and click Add to move this student to the Students with Individual Settings list. Click OK to return to the Individual Student Settings page.
Select the third student from the **Student** dropdown list and click **Go**. Next, you will select all tests in the course. Click **Quizzes & Tests**, and then click **Add/Remove Assignments**. On the pop-up window, select the four tests in the **Class Assignments** list. Click **Add** to move these assignments to the **Assignments with Individual Settings** list. Click **OK** to return to the Individual Student Settings page.

On the Individual Student Settings page, check the box at the top of the leftmost column to select all tests. Change the date at the top of the **Due** column to a date four weeks from today. Click **Apply to Selected** to apply the new date to all four tests, and then click **Update** to confirm the changes.

**Tip:** You can use the Individual Student Settings page to make an assignment available to a subset of students in the class. Create your assignment and save it but do not assign it to the class. On the Individual Student Settings page, select the students and change the assignment status to **Assigned** for these students.
In this lesson, you will learn how to:

- Set prerequisites for assignments
- Reorder assignments
- Delete assignments

### Set prerequisites for assignments

In Lessons 2 and 3, you learned how to set prerequisites for an assignment on Step 3 of the assignment wizard. In this lesson, you will learn how to set the prerequisites for all assignments on one page.

1. **Open the Set Prerequisites page.**
   In the Homework/Test Manager, click Set Prerequisites in the toolbar. The Set Prerequisites page lists all assignments in your course.

   ![Set Prerequisites page](image)

   There are two views available on this page. Basic Settings allows you to set a single prerequisite for an assignment. Advanced Settings allows you to set one or more prerequisites for an assignment or to choose prerequisites for different attempts at the assignment.

2. **Select a single prerequisite for an assignment.**
   In the Basic Settings view, click the **Prerequisite Item** dropdown list to the left of the assignment, and select the prerequisite assignment. Enter a minimum score, if desired. If a minimum score is not entered the student is only required to open the prerequisite assignment.
3. **Select multiple prerequisites for an assignment.**
You have the option of selecting multiple prerequisites for an assignment. For example, you could specify a prerequisite for a test of 80% or higher on two homework assignments. Click **Advanced Settings** at the top of the prerequisite list to go to that view. Check the box in the **Multiple Prereqs** column for one of your assignments.

Click the **Prerequisite Item** dropdown list to the left of the assignment and select the first prerequisite assignment. Once you select a prerequisite assignment, a second dropdown list appears below the first. Select the second prerequisite assignment from this dropdown list. Enter minimum scores, if desired, for each prerequisite assignment. Students must meet the prerequisites for both assignments before they can open up the current assignment.

4. **Select prerequisites for separate quiz or test attempts.**
You can also select different prerequisites for each quiz or test attempt. For example, you could specify a prerequisite of one homework assignment for Attempt 1 and a prerequisite of a different homework assignment for Attempt 2.

Click the **Prerequisite Item** dropdown list to the left of the quiz and select the first prerequisite assignment. Select **Attempt 1** from the **All Attempts** dropdown list to the right of the quiz name. Select the second prerequisite assignment from this dropdown list, and select **Attempt 2** from the **All Attempts** dropdown list. Enter minimum scores, if desired, for each prerequisite assignment.
5. **Select alternate prerequisites for an assignment.**
Lastly, you can specify one or more alternate prerequisites for an assignment. For example, you could specify a prerequisite for a test of 80% or higher on two homework assignments or 90% or higher on a review assignment.

After setting the first set of prerequisites, click **Add alternate prerequisites** for the assignment. In the dropdown list below the word **OR**, select the first prerequisite assignment in your set of alternate prerequisites. Enter minimum scores, if desired, for each prerequisite assignment.

6. **Review your prerequisite settings.**
After you have selected the prerequisites for all your assignments, click **Review Due Dates & Assigned Status** at the top right of the page. The Prerequisite Details page gives you an easy way to check each prerequisite-assignment pair to make sure your prerequisites are available to students before the assignment due date. Any violations will be highlighted in red. Click **OK** to close this page.
7. **Save your prerequisite settings.**

   Click **Update** in the Set Prerequisites page to save your settings.

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**Reorder assignments**

New assignments are added to the bottom of your assignment list. The order of assignments on this list is what your students will see when they view their assignments. In this lesson, you will learn how to change the order for one assignment at a time, or for multiple assignments.

💡 **Tip**: Place assignments in the order students are to complete them.

1. **Reorder a single assignment.**

   In the Homework/Test Manager, click **Show All** if needed to list all assignments. Click the number in the **Order** column for the assignment you want to reorder. The order number becomes a dropdown list. Select a new number from the dropdown list to move the assignment to that position in the list. The assignment list is refreshed to show the new ordering.

2. **Reorder multiple assignments.**

   In the Homework/Test Manager, select **Reorder Assignments** from the **More Assignment Tools** dropdown list. The Reorder Assignments page lists all the assignment in the order they appear on the Homework/Test Manager page.
Click and drag assignments to where you would like them to appear in the list. Notice that the order changes as you drag the assignment. Click **Update** to save your changes.

You can also click a column header to sort the list by that criterion. For example, click the End Date header to sort the assignments chronologically by end date. Click the End Date header again to sort in reverse chronological order. Click **Update** to save your changes.

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### Delete assignments

If an assignment is no longer needed, you can delete it from the Homework/Test Manager to keep your list uncluttered. In this lesson, you will learn how to delete an assignment.

1. **Open the Delete Assignments page.**
   In the Homework/Test Manager, select **Delete Assignments** from the **More Assignment Tools** dropdown list. You will see a list of all of your assignments in your course. For each assignment, the due date as well as the current number of results is given.

   ![Delete Assignments Table](image)

   **Legend**
   - [ ] Shows checkbox selection
   - [ ] Shows delete button

   **Note:** You cannot delete assignments that have results, and the check box for these assignments will not show up. If you wish to delete an assignment that has results, you will first need to delete all student results for that assignment. Refer to Lesson 6 for more information.

2. **Delete the assignments.**
   For this lesson, check the box to the left of the first two assignments click **Update** to delete the assignments. Click **OK** in the pop-up warning box to delete the assignments.

   **Note:** Deleted assignments and all associated results will be permanently deleted for the whole class and cannot be restored.
MyMathLab/MyStatLab – Intermediate

LESSON 9 – COMMUNICATE ONLINE WITH STUDENTS

In this lesson, you will learn how to:

- Use the Email course tool
- Use the Discussions course tool

Use the Email course tool

In MyMathLab/MyStatLab – Beginning, you learned how to send email to students from the Gradebook. In this lesson, you will use the Email course tool to send email to your students.

1. Open the Send Message window.
   In the course menu, click Course Tools to expand that item, and click Email.

2. Select the recipients.
   For this lesson, you will practice sending email to all students in the class. Select All Class Members in the Select recipients: box, and click Add. The list of all recipients is shown in the Recipients: box. Check the "Do not disclose recipients" box below the Recipients box so that students will not see the email addresses for the other recipients.

3. Compose your message.
   Type the subject of your email in the Subject box, and the text of your email in the content editor. Click Send Message to send the email. A copy of the email will be sent to your email account as well.
Use the Discussions course tool

You can set up discussion topics so that your students can share ideas with you and each other. Discussions are convenient for students because they can participate at a time that works best for them. In this lesson, you will learn how to add a discussion topic and submit a response to the topic.

**Tip:** You can add additional discussions anywhere in the course menu. This gives you the flexibility of organizing your threaded discussions separately for each component of your course. Refer to MyMathLab/MyStatLab – Advanced for details.

1. **Add a Topic**
   Click Discussions in the course menu. In the discussion page, click modify at the top right, and select Manage. In the Introductory Text & Topics section, click Add Topic. Enter a title for your topic, and enter the topic text in the content editor. Click Add Topic to finish.
The title is what displays under the Topic list on the discussion page and the text describes the topic for your students.

2. **Respond to a topic.**

Now that your topic is created, you and your students can submit responses to the topic. In the discussion page, click the **Respond** link for the topic. Type the subject for your response and enter your response in the content editor. Click **Post Response** to finish. Your post shows up in the Response section of the discussion page.

*Note: Instructor responses display as highlighted text to easily distinguish them from student names and responses.*

Each discussion post constitutes a thread, and you can respond directly to any thread in the topic. If needed, click the plus sign to the left of a post to view all of the threads for that post. Alternatively, click the **Expand All** link above the Responses section to expand all of the threads. Click the **Respond** link below a thread to post a response to that thread.
In this lesson, you will learn how to:

- Use the Chat course tool
- Use the ClassLive course tool

### Use the chat course tool

You can use the chat course tool to communicate with students in real time by exchanging text messages. In this lesson, you will practice using the chat course tool.

#### 1. Add a chatroom.

There is a main chatroom in every course, and you can create additional chatrooms for different purposes or groups.

In the course menu, click **Course Tools** to expand that item, and then click **Chat & ClassLive**. In the Chat & ClassLive page, click **Chat**. Click **Add Chatroom**. Enter the name and description for the new chatroom.

**Note:** By default, a record of every chat session is saved in a chat log which you and your students can view, save, or print. Check the Private room box if you do not want a chat log created for this chatroom.

Click **Add Room** to create the chatroom. The chatroom name and description will now show in the Chatroom list.

![Chatrooms Table]

**Tip:** Add separate chatrooms for different purposes. For example, you can add a chatroom for the Midterm Exam and a separate chatroom for the Final Exam.

#### 2. Participate in a chat session.

On the Chat page, click a room name. Click the button in the confirmation window to enter the chatroom.
You will see the list of chatroom participants on the right of the chatroom window. Type your message in the text field at the bottom of the chatroom and click Enter. Your text appears in the chatroom.

Note: To send a private chat message to a participant, double-click the name of the participant and type your message in the pop-up window. Press Enter to send your message to this participant.

To leave the chatroom, select Close from the Room menu. Close the confirmation window to end the chatroom session.

Up To Speed

If your chatroom is not private, a record of each chat session is automatically saved in a chat log. To view a chat log, navigate to the Chat page. Click the icon in the Chat Logs column for the desired chatroom. You will see a list of chat logs listed in chronological order. Click on a session date to view, save or print the chat log for that date.

Use the ClassLive course tool

You can use the ClassLive course tool to communicate with students in real-time using a whiteboard as well as a chat tool. In this lesson, you will practice using the ClassLive course tool.

Note: ClassLive is powered by Elluminate, and detailed training on this tool is available at http://www.elluminate.com/support/training.

Tip: Use ClassLive sessions for online office hours, review sessions, or one-on-one tutoring sessions with your students. For example, you can place or draw objects on the whiteboard, send and receive graphed or plotted equations, participate in synchronous chat sessions with your students, and work through complex mathematical problems one step at a time.
1. **Start a ClassLive session.**
   In the course menu, click Course Tools to expand that item and then click **Chat & ClassLive**. Click **Lead Session** to start a live session.

   **Note:** If this is the first time you are starting a ClassLive session, you may be prompted to download plug-ins to run the session.

The ClassLive window contains several panels to help you lead your session. Use the Participant panel to monitor participants and assign permissions for live activities. Inside the Chat panel, your students can share messages with you and other participants. Use the Whiteboard to present text and images to your students.

2. **Use the Participant panel.**
   Students join a ClassLive session in a similar way, by clicking **Course Tools**, and then clicking **Chat & ClassLive**. In the ClassLive page, they would click **Join Session**. After students join your session, their names will appear in the ClassLive Participants panel.
The columns to the right of the participants' names allow you to monitor and enable/disable access to tools in the ClassLive window. Move your mouse over an icon in the Participants panel to view a tool tip for that icon.

3. **Use the Chat panel.**
You and your students use the chat panel to communicate with each other. To send a chat message, enter your text message in the text box at the bottom of the chat panel and click **Send**. Your message is displayed in the chat panel and is visible to all participants. To send a private message to a participant, select the participant's name from the dropdown list to the right of the Send button, type your message, and click **Send**.

4. **Use the Whiteboard.**
The Whiteboard in ClassLive is your main presentation window. You can use the Whiteboard to load presentations, such as PowerPoint slides or as a work area where you and your students can write, draw, or type. As the instructor, you manage all the pages in
the Whiteboard, the page content, and the student permissions to view and work on the Whiteboard pages.

The toolbar on the left of the Whiteboard provides you with drawing tools that you can use on the Whiteboard.

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**Up To Speed**

You can use a graphing calculator during your session. Select **Graphing Calculator** from the **Window** menu. The calculator is displayed in front of other windows, and you can move or resize the Graphing Calculator window as desired. To display your Graphing Calculator to all participants, select **Graphing Calculator** from the **Tools** menu and then select **Follow Moderator**. If you want to allow a participant to use the shared calculator, click the Calculator Permissions column for that participant in the Participant panel.

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5. **End a ClassLive session.**
   To end a session, select **Exit** from the **File** menu. Your ClassLive session is automatically archived and is listed in the Session Archives section of the ClassLive page chronologically. To view an archived session, click on the session date.