

MyMathLab User Guide

For Students

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The following is a guide on how to join your course in MyMathLab (MML) and some ideas of how MyMathLab can help you in your class.

MyMathLab Support

If you have any problems contact MyMathLab Support. You can see all the methods of support at http://www.mymathlab.com/contactus_inst.html which includes some quick help topics, a link to a live chat, a link to an email form, a phone number, and hours of support.

Phone: 1-888-695-6577

Getting Started

1.) **Purchase Your Access Code and Register for the class:**

If this is the first time you are using MML with the required text for the course you will need to buy an access code to the software. If you have already purchased and used your access code for this text in a previous class (same textbook exactly) then see the section on returning users below. There are two ways to purchase an access code, bundled with the text book or online.

Bundled With the Text Book: You are NOT required to have the textbook for this course. You are required to have access to MML which contains every page of the text book electronically online. If you would rather have a hard copy of the text book then you will need to purchase it. **It is my suggestion to only buy the text book from the book store new and bundled with MML.** The reason I suggest this is because if you buy the text book used then you will need to purchase MML separately online for around \$65. When you purchase the book new with the bundled software you will most likely be paying less than the used book and the software separately. If you buy the bundled book from the Tivoli, **before you open the shrink wrap, verify that the bundle does indeed contain MML.** Usually it is a separate folder from the book which is white and says student access kit, or

student access code inside. If you are not sure ask the workers at the Tivoli to verify. Once you open the shrink wrap you cannot return the book for full price. The separate MML folder will contain an access code (you will rip off a tab to reveal it) which you will use to log in to your course. Now you are ready to register for your MML course. **To do this you will need the course ID** which your teacher should give you on the first day of class. (You can view a video of this process by going to <http://tours.pearsoncmg.com/smscc/index.html>.)

-Go to <http://www.coursecompass.com>

-click on "Register" under Students

-verify you have everything needed stated on the page and click next

-Enter the course ID number provided by your teacher. Verify that it is indeed the course you want access to.

-Select the "Access Code" mark and enter your access code.

-Verify the license and policy agreements and then click "I accept"

-Select whether or not you have a Pearson Education account (most likely you would only have one if you have previously used MML). If you don't you will be asked to choose a user name and password.

-After you enter this you will have to enter your name, email address, and some other information. The school country is United States, the postal code is 80217, and the school name is Univ of Colorado Denver. After you have entered all the information click "next".

-Now your login ID and password have been set and you are ready to enter the course. Click "Log in Now" and book mark the page for easy access to the course.

Purchase Online: If you choose to buy a used copy of the text book (or any copy without an access code), or if you choose not to buy the text book then you will need to purchase an access code separately. The cheapest and easiest way to do this is by purchasing it online through course compass. **To do this you will need a credit card and the course ID** which your teacher should give you on the first day

of class. (You can view a video of this process by going to <http://tours.pearsoncmg.com/smscc/index.html>.)

- Go to <http://www.coursecompass.com>
- click on "Register" under Students
- verify you have everything needed stated on the page and click next
- Enter the course ID number provided by your teacher. Verify that it is indeed the course you want access to.
- Select the "Buy Now" mark and click "Buy".
- Verify the license and policy agreements and then click "I accept"
- Select whether or not you have a Pearson Education account (most likely you would only have one if you have previously used MML). If you don't you will be asked to choose a user name and password.
- After you enter this you will have to enter your name, email address, and some other information. The school country is United States, the postal code is 80217, and the school name is Univ of Colorado Denver.
- Enter your credit card or Pay Pal account information.
- Review the order details and click "place order". You have now purchased access to the software.
- click "Log in Now" and book mark the page for easy access to the course.

Returning Users: If you have already purchases MML access to a text book then you have the ability to sign up for more than one course with the same text book (for example Math 1110 and Math 1120 use the same text book, you will not need to purchase MML access twice). You will need to use your previous MML account to register for your new course. To enroll in a new Course Compass course using the same textbook do the following.

- Make sure you have the new Course ID from your instructor.
- Go to: <http://www.coursecompass.com>.

- click Log In.

-On the Log In page, do not log in! Instead, click the View your Account Summary link below the log-in boxes.

-On the Account Summary page, enter your existing user name and password in the boxes. Then click Log In.

-On the page listing your courses, click Enroll in a Course.

-When prompted, enter the course ID of your new course.

-You are now enrolled in your new course.

2.) Login To Your MyMathLab Course

Now that you have registered for your course login to the course by clicking on the link to the course with the course name near the top left of the screen.

3.) Run The Installation Wizard

To run MyMathLab you will need to run an installation wizard which will make sure you have the proper software and plugins installed to use the program. If you are on your own computer you will have to run the wizard with the instructions below. If you are on a Network (like in the MERC) everything should be up to date. If it is not, contact the network administrator and ask them to run the wizard.

-Click on the "installation wizard" button near the bottom left of the tool bar on the left side of the screen. Follow the directions of the wizard to complete the installation.

Getting to Know Your Course

MyMathLab will be an essential part of your learning. You should be familiar with the course so you can use MML to its full capability. Take the time to mess around and see what amazing features your course has to offer. Navigate the tabs on the left side tool bar and see what you have available.

Announcements: If your teacher decides to post an announcement in MML, you can see it under this tab. This is not the official course home page (Blackboard should be), so don't rely on announcements being posted in MML.

Do Homework: This tab will have all your homework assignments listed and ready to enter as soon as the teacher has them posted. Homework assignments are probably the best thing about MyMathLab and the most helpful for students. You can enter Homework assignments as many times as you want up until the due date of the assignment. You have 3 attempts at each problem to get the right answer. If you miss the question three times in a row the answer should appear. You can click on "do a similar exercise" and re-attempt the problem. The problem will be the same question, but with different numbers. **Thus you can get a 100% on each assignment if you just keep trying the problems until you get them right.** There are many more amazing features to each individual problem. Once you click on an assignment you see a list of the problem numbers. You can go through each problem one by one until you get it right, or jump ahead to the next topic if you are having trouble and need help.

You have several options other than just answering the problem. You can click "help me solve this", "view an example", "textbook", "video" (not on all problems), "ask my instructor", and/or "print".

-The "help me solve this" button works the problem out step by step with you. You will have to answer several questions along the way to the final answer to make sure you understand the problem. Once you have worked through the problem you will have to do a similar problem to receive credit.

-The "View an Example" button walks you through the solution without asking you questions along the way. After you have seen the solution you will have to do a similar problem to receive credit.

-The "Text Book" button opens an electronic copy of the pages of the text book for you to read.

-The "Video" button (if available) has a video lecture from a teacher working through the problem with a clear explanation of the material.

-The "Ask My Instructor" button allows you to send you an email which has a link to the problem for your teacher to view. You can insert your comments or questions in the email so your instructor can see what you are having problems with.

-The "Print" button allows you to print off a copy of the problem if you prefer a more traditional pencil and paper approach. You will still have to enter your final answer in MML to receive credit.

At the top of the homework problem you will see a list of the problem numbers. Once a problem is attempted the number will have a green check (if you got it correct) or a red x (if you got it wrong). This lets you know which problems you will have to revisit. You can save your progress after each problem, so if you only have time to do a few problems and then come back at a later time you do not have to repeat your work.

Take a Test: This tab will bring you to any quizzes or test which your teacher has assigned. Usually only online classes have quizzes and tests through MML, but sometimes teachers post practice quizzes and tests for further studying. Even if your teacher does not post quizzes or tests, there is a bonus feature in this tab. Under this tab there are premade practice tests for each chapter. I always encourage students to do these practice exams if they feel they need extra practice.

The difference between a homework and a quiz/test is that you only get one attempt (not three) to get the problem right, and you will have none of the sidebar help topics (i.e. help me solve this, etc.). Another common feature of tests/quizzes is they will probably have a time limit and a limit on the number of times you can attempt it. You will not be able to save and exit, quizzes and tests must be done in one sitting.

Gradebook: When you click on this tab you will see all the grades you have earned throughout the semester. You can view recent grades, grades to date, or even categorize

them by assignment type. I encourage students to compare the grade they receive in MyMathLab vs. the grade recorded in Blackboard as Blackboard should be used for your official class grades, not MyMathLab.

Study Plan: The study plan tab is a wonderful resource for students. Once you click on this button you can click on the chapter, and then section, which you need to study. You then receive a list of various important exercises covering the material of the section. This is in a sense a practice homework assignment for you to further practice and learn the skills of the section.

Chapter Contents: Once you click on the "chapter contents" tab you can select the chapter, and then section, which you need to study. You can then click on "video lecture" (if available) to see a video lecture over the sections material, view the "multimedia textbook" which is a page for page copy of the text book, or visit the "tutorial exercises" to work through the problems which have a built in tutorial.

Multimedia Library: I encourage my students to visit this tab weekly. Once you click on the "multimedia library" tab you select the chapter, and then section, and material type (I always choose select all) which you need to study. All the electronic material MyMathLab has for that section will be displayed. Often there are lecture videos, lecture slide shows, and the digital copy of the pages from the text book. This is a great resource for study material other than just having class notes.

Communication: The communication tab is another resource for you to talk with class mates and/or the instructor. There are many features listed here such as announcements, a discussion board, and the ability to send emails to select and/or all class members.

Tools: This tab gives you many options including: address book, calendar, grades, user manual, etc. You should not need to use this tab often.

Installation Wizard: This is the tab you should have already used to run the installation wizard for MyMathLab. If there is an update during the semester, or you are on a new computer, you can access the installation wizard here.

Another button which you can use, which is on the top right of the screen, is the “**help and support**” button. If you are having technical problems with the course you can contact the MyMathLab technical support listed at the beginning of this manual.

Common Student Problems:

Most of the student problems will come with the initial set up of the course. Make sure you follow this manual or the assistance provided through course compass. If you continue to have difficulties you can contact your instructor or the MML support team. If you have technical difficulties contact your instructor and the MML support team. Make sure you have properly installed the plugins for MML and are using a reliable internet connection. I always recommend that my students don't wait until last minute to do their assignments as if they have technical difficulties in the last minutes I will not allow them to make it up.

Further Suggestions:

My biggest suggestion is to get used to MML and realize the potential it has to help you learn. MML gives an enormous amount of extra resources for students to learn. It is a wonderful tutoring software that truly helps students succeed. The more you know about it, the better it can assist you in learning the material.

MML does have some negative aspects: the teacher can't see your work, the help it offers is sometimes inconsistent with the text book and teacher's notes, and the answer forms for answers can be very strict and count a correct answer as wrong for something as simple as an incorrect space. Make sure you pay extra attention to the form which the answer needs to be in. If you are not sure what form it is looking for click on the “view

example" and pay attention to the form which the answer is in. If you cannot figure out what you are doing wrong in the problem I suggest printing out the problem, working through it by hand, and bringing your solution to the instructor for help.

Many times MML counts answers wrong that deserve full credit or at least partial credit. This depends on each instructor individually, but I state in my syllabus or the beginning of class that students have 1 week from the due date of the assignment to debate points. I encourage them to check the answer and email me if they think they should receive credit. They must send me the exact problem number and explain what they did for me to decide if they deserve credit. Ask your instructor what their policy is on this subject and make sure you always check your answers after you got them wrong to determine what you did wrong.