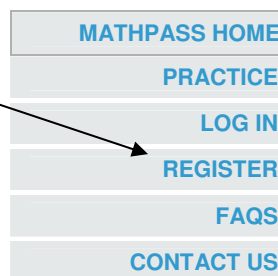Instructor Guide
MATHPASS V3

I. INSTRUCTOR REGISTRATION PROCEDURES.

To register for an account on MATHPASS, you will need a working email address.

1. Go to the MATHPASS homepage: http://www.math.kent.edu/~wsu/mathpass/v080608/

2. On the menu on the left, click on **REGISTER**

MATHPASS HOME
PRACTICE
LOG IN
REGISTER
FAQS
CONTACT US

3. Provide the requested information in each box. You need to create your own password.   Be sure the drop down box next to "User Type" says "Teacher."

   The access code for all instructors is "kentteacher"

4. Click on Create .   A pop-up window will appear and MATHPASS will take you to the login page.

5. You can now login to MATHPASS using your email address and the password you have created.
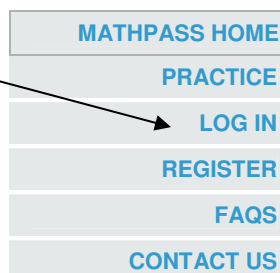
Instructor Guide
MATHPASS V3

II. INSTRUCTOR LOGIN PROCEDURES.

To login to your MATHPASS account, you will need your username (email address) and password. If you have not yet registered for an account, click on the Request Account link and/or read the **INSTRUCTOR REGISTRATION PROCEDURES** in the Instructor Guide.
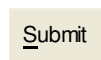
If you have forgotten your password, click on | Forgot Password

1. Go to the MATHPASS homepage: http://www.math.kent.edu/~wsu/mathpass/v080608/

2. On the menu on the left, click on **LOG IN**

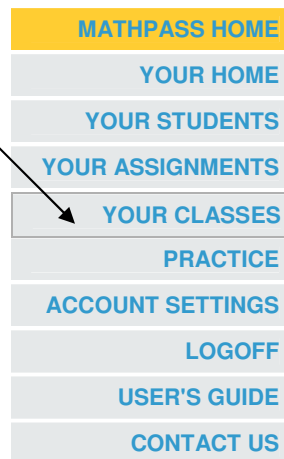| MATHPASS HOME |
| --- |
| PRACTICE |
| LOG IN |
| REGISTER |
| FAQS |
| CONTACT US |

3. Click on   Submit

4. MATHPASS will take you to your homepage.

III. CREATING YOUR CLASS – FIRST TIME ONLY

1. On your MATHPASS homepage, click on **YOUR CLASSES**

MATHPASS HOME
YOUR HOME
YOUR STUDENTS
YOUR ASSIGNMENTS
YOUR CLASSES
PRACTICE
ACCOUNT SETTINGS
LOGOFF
USER'S GUIDE
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2. Click on **ADD CLASS** in the upper left hand corner.

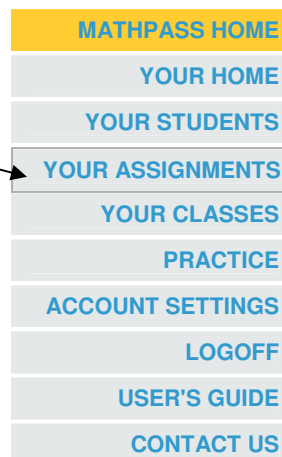3. Fill in the appropriate information. Entering a password is OPTIONAL.

4. Click on

    Add Class

    Voila! Your new class will appear on your class list.

IV. CREATING AN ASSIGNMENT

1. Click on **YOUR ASSIGNMENTS** on the menu on the left of your
MATHPASS homepage.

MATHPASS HOME
YOUR HOME
YOUR STUDENTS
YOUR ASSIGNMENTS
YOUR CLASSES
PRACTICE
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2. You can add an assignment in one of two ways: Click on **SHARED ASSIGNMENTS** which allows
you to copy an assignment already created by another instructor OR
ADD ASSIGNMENT
which allows you to create a new assignment from scratch.

I have created for you all the standard "practice exams" for MATH 10035 and MATH 10036. You are
most welcome to simply copy these if you like. If you prefer to make your own, of course that is fine.

3. **COPYING A SHARED ASSIGNMENT**
   a. Click on **SHARED ASSIGNMENTS** and find the assignment you would like to copy. The
                                                  "standard" practice exams have my name and the course
number as the first part of the assignment name.

b. Click on the ⬇ icon and a dialogue box will appear:
   You can rename the assignment here.   BE SURE TO CHECK THE APPROPRIATE BOXES
                                            HERE!!!!!   STUDENTS WILL NOT SEE THE EXAM
                                            UNLESS YOU ASSIGN IT TO THEIR CLASS !

Reed 10035 Fact

☐   math is fun

☐   MATH 10035

☐   MATH 10036

8 ▼	/	7 ▼	/	2008 ▼
8 ▼	/	7 ▼	/	2008 ▼

Import Assignment	Cancel

Click on Import Assignment.   Your new assignment will appear in your assignment list.
The exam opens in the early morning on the day assigned and closes at midnight.

4. **CREATING A NEW ASSIGNMENT**

a. Click on `ADD ASSIGNMENT`
   Complete the requested information:

Assignment Information

Title:	
Type:	Homew ork ▾
Takes:	unlimited ▾
Shared:	☐ What is this?
Password:	

AVOID ANY PUNCTUATION MARKS IN YOUR EXAM TITLE! (Like in the old version of MATHPASS, the exam – or student results -- may not appear.)

You have three choices for type of assignment: A "homework" assignment will allow students to change individual answers at any time.   A "quiz" acts the same as a "test" and will not allow students to change individual answers after submitting the assignment. They need to redo the entire assignment.

You determine how many retakes you want to allow.

Click the "Shared" box if you want your assignment to appear on the list for others to share. In order to avoid an overwhelming number of shared assignments, please click this box only if your assignment is unique (i.e. not the usual fare) and/or someone has requested to copy it.

A password is optional.

b. Be sure to check which classes for which you'd like the assignment to appear.

Class Assignments

Classes:	☐ math is fun
	☐ MATH 10035
	☐ MATH 10036
Start Date:	8 ▾ / 7 ▾ / 2008 ▾
Due Date:	8 ▾ / 7 ▾ / 2008 ▾

The exam opens in the early morning on the day assigned and closes at midnight on the due date. We've had some trouble with assignments whose start date and end date is the same, so you might want to avoid this scenario.

c. The interface for choosing problems for your exam is similar to that in MyMathLab. Simply click on the questions you would like to appear in the assignment.

Choose your chapter in the drop-down box:

Problem Set

Chapter:
Chapter 1 ▼

Available Problems:
☐ Select All

☐ P1.Multiplication of Proper Fractions

☐ P2.Multiplication of Mixed Numbers

☐ P3.Division - Integer by Unit Fraction

☐ P4.Division - Mixed Number by Integer

☐ P5.Division - Two Mixed Numbers

☐ P6.Addition of Proper Fractions

☐ P7.Addition of Mixed Numbers

☐ P8.Subtraction of Proper Fractions

☐ P9.Subtraction of Mixed Numbers

>>>

<<<

Selected Problems:
☐ Select All   Numbers

Go Up | Go Down | Sort

Save Assignment   Cancel

Select problems by clicking in the boxes.   Then click on the arrows to move them to the "Selected Problems" List.

As in MyMathLab, you can choose problems for an assignment from different chapters simply by changing your chapter selection.

Click on   Save Assignment   and the assignment will appear in your assignment list.

5. Working with your assignment list

There are 4 icons accompanying each assignment:

Allows you to modify, or edit the assignment

Allows you to delete the assignment

Allows you to take the assignment

Allows you to view student grades for this assignment