








LESSON 2 – EDIT YOUR COURSE SETTINGS

The first step in customizing your course should be to edit the course settings. You will learn how to edit each part of the Course Settings shown below.

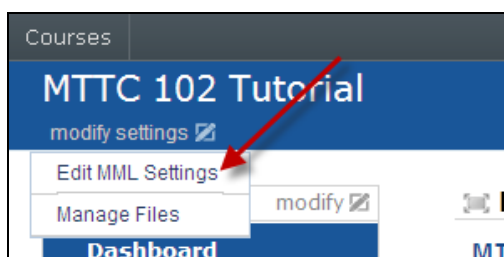
Course Settings Summary		
Course name	MTTC 102 Tutorial	
Book	Lial: Beginning Algebra, 11e	
<hr/>		
General Settings ▶ Edit		
Course type	Standard course	
Course name	MTTC 102 Tutorial	
Book	Lial: Beginning Algebra, 11e	
<hr/>		
Availability ▶ Edit		
Course Start & End	05/02/11 - 01/27/12	
Time Zone	(GMT-05:00) Eastern Time (US & Canada) Adjusts automatically for Daylight Savings Time Current course time: 6:06pm	
<hr/>		
Course Access ▶ Edit		
Primary instructor	Instructor MTTC tutorial	
Section instructor access	Section instructor	
Other restricted access privileges	None	
<hr/>		
Coverage ▶ Edit		
Chapters	13 of 13 included	
Sections	78 of 78 included	
Objectives	365 of 365 included	
<hr/>		
Learning Aids and Test Options ▶ Edit		
 Help Me Solve This	 View an Example	 Video
 Animation	 Textbook	 Calculator
 Ask My Instructor instructor@college.edu		



1. **Open the Course Settings page.**

On the Home Page, click **modify settings** at the top left of the page and select **Edit MML Settings**.





2. Edit the course settings.

The Course Settings Summary page shows you the current settings for your course. Click the **Edit** link to the right of the General Settings section. The Edit Course wizard has five steps, corresponding to the five parts in the Course Settings Summary, to help you edit your course settings.



3. Select the Course Type.

The Start step is where you edit the General Settings. For this lesson, you will select the **Standard** course type from the Type of Course to create dropdown list. For more information about the Coordinator course type, refer to the lessons in MyMathLab – Intermediate. You can also click the **Learn about course types** link to learn more about coordinator courses. Click **Next** to go to the Availability step.

Note: To edit the course name, refer to the lessons in MyMathLab – Advanced.



4. Edit the availability settings.

Choose your time zone from the dropdown list. It is important to use the correct time zone, as all deadlines for MyMathLab homework, quizzes, and tests will be synchronized to the time zone you select. For your convenience, the current course time for the time zone you selected is given below the dropdown list. If you live in an area that follows Daylight Savings Time, check the box to **Adjust Automatically for Daylight Savings Time**. Click **Next** to go to the Course Access step.

Note: To change the Availability dates for your course, refer to the lessons in MyMathLab – Advanced.



5. Specify the course level access settings.

By default, you are the primary instructor for this course. You can add section instructors to your course and define the level of access for these section instructors. For this lesson, accept the default access type of section instructor. On this page, you can also decide whether to allow section instructors to edit the Ask My Instructor email address and course roster. For this lesson, accept the default settings for these access privileges. Click **Next** to go to the Coverage step.



6. Edit the coverage.

When you first create a course, all the chapters, sections, and objectives in the textbook are automatically included in your course. On the Coverage step, you can exclude any material you do not want to cover in your course.

For this lesson, uncheck the box for Chapter 2. Then, click the plus sign next to Chapter 3 to see the list of sections in that chapter. Uncheck the box for Section 3.1. Notice that all the objectives in section 3.1 are automatically unchecked. You should also see the parenthetical comment “(partially included)” next to the Chapter 3 title.

Note: Questions from unchecked items will automatically be excluded from homework, quizzes, tests, and the Study Plan. However, assignments created earlier that include unchecked items will not be affected.

Click **Next** to go to the Learning Aids and Test Options step. A warning box will pop up to verify that you wanted to exclude the items you unchecked in the previous step. Click **OK** to close the pop-up box and move to the Learning Aids step.



7. Edit the learning aids.

Depending on the textbook you are using for the course, your course may contain some or all of the following learning aids: Help Me Solve This, View an Example, Video, Animation, Textbook, StatCrunch, Calculator, and Ask My Instructor. These learning aids are available in the homework, quiz, test, and Study Plan pages. Click the **View Sample** link to view a sample of the learning aid. For this lesson, leave all the boxes checked. When you create a homework, quiz, or test, you will be able to set the availability of the learning aids for the assignment.



Note: For the Ask My Instructor learning aid, you can edit the email address if you want student messages to be sent to a different email address from the one associated with your MyMathLab instructor account.



8. Edit the test options.

You have the option to use a lockdown browser in this course. This will prevent students from navigating away from their current assignment window, opening other browser windows, or accessing any other applications from their computer. For this lesson, check the box to **Use a lockdown browser in this course**.



If you will be uploading tests from the TestGen program into your MyLabsPlus course, students must install the TestGen plug-in to access the test. For this lesson, check the box to **Require the TestGen plug-in in this course** box.

9. Save your settings.

Click **Save** to save your settings. The same warning box will pop up to verify your coverage choices from the Coverage step. Click **OK** to close the pop-up box and return to the Course Settings Summary page.

*Note: From the Course Settings Summary page, you can return to any of the settings pages by clicking the **Edit** link for that page.*