LESSON 1 – CREATE YOUR MYMATHLAB COURSE

MyMathLab provides complete online courses for Pearson Education textbooks in Mathematics and Statistics. Once you have registered in MyMathLab, you can create courses for as many textbooks as you like, and you can choose whether or not to make each course available to your students.

1. **Obtain the textbook, MyMathLab Instructor Access Kit, and other instructor resources.**
   You should have the textbook for the course you are teaching, as well as the MyMathLab Instructor Access Kit. Consult the Pearson Education website at http://www.pearsonhighered.com/ for a list of additional instructor materials, or contact your Pearson Education textbook representative to order these materials. If needed, go to the Pearson Education website at http://www.pearsonhighered.com/educator to locate your representative.

2. **Obtain an instructor access code.**
   Before you can create an instructor account for MyMathLab, you need to obtain a 6-word instructor access code. This code is located inside the MyMathLab Instructor Access Kit that you can request from your Pearson Education textbook representative.

3. **Register your instructor access code.**
   Go to the Pearson MyLab site at **http://www.pearsonmylab.com/.** Click the **Register** button located under Educators, and follow the instructions provided on-screen to register your 6-word instructor access code and create your instructor user name and password.

   Tip: *To edit your account information in the future, log in to MyMathLab, then click the* ***Account*** *link at the top right of the Courses page.*

   Note: *Your MyMathLab course is available on both PC and Mac platforms, using Internet Explorer, Firefox, or Safari.*

4. **Log in to MyMathLab.**
   At the Pearson MyLab site, **http://www.pearsonmylab.com/**, click the **Log In** button. Enter the instructor user name and password that you created above, and click the **Log In** button.

5. **Create your MyMathLab course.**
   You have two options for creating your MyMathLab course: creating a course from scratch or copying an existing course. First, you will learn how to create a course from scratch.

   On the Courses page, click the **Create Your First Course** button. In the Create or Copy a Course page, type the author or title of your textbook in the Search Course Materials box, and click the **Go** button.

   Note: If you are using a custom MML course, you will obtain the custom search code for the course from your Pearson Education textbook representative.

   Search through the list of textbooks, and click the **Select Course Materials** button for the desired text. Select a textbook that has the New Design icon, as we will be focusing on these types of course in the tutorial.

6. **Copy a MyMathLab course.**
   The second option for creating your course is to copy a course that you or another instructor has already customized. In the Create or Copy a Course page, select **Copy a Course**. Then select **Copy One of Your Existing Courses**, and choose the course from the dropdown list, or select **Copy Another Instructor's Course** and enter the **Course ID** for the course you want to copy in the Enter Course ID box. Click the **Go** button. On the Select Course Components page, deselect any Course Components you do not wish to copy, and then click the **Continue** button.

   Note: For the purposes of this tutorial, you should copy a new design course.

7. **Enter the course information.**
   On the Enter Course Information page, you will see the textbook cover and ISBN for the course you are creating. Type the **Course Name** for your course and enter the **Enrollment start and end dates**, as well as the **Course start and end dates**. If you want to allow other instructors to copy your course, select the **Available For Copy** option.

   Note: You should enter a descriptive name for your course so that your students can easily recognize the name of the course. For example, the name "MATH 100 Section A Fall 2011" clearly describes the course.

   The enrollment start date is the first day students can enroll in your course. This date must be earlier than the course start date. The enrollment end date is the last day students can enroll in your course.

   The maximum duration of a course is limited to 15 months from the date of course creation. When a course reaches its end date, the system will schedule it for automatic deletion. You will receive several email reminders before the course is deleted.

8. **Create the course.**
   Click the **Create Course Now** button. CourseCompass creates your course using the set of course materials you selected. Depending on the number of other course creation requests and the size of the course materials you selected, this process can take up to one business day but is generally completed in the 10-15 minute time frame.

9. **Enter your MyMathLab course.**
   After you have received an email confirmation that your course has been created, log back in to MyMathLab. Your course will be listed in the Courses page, as shown below.
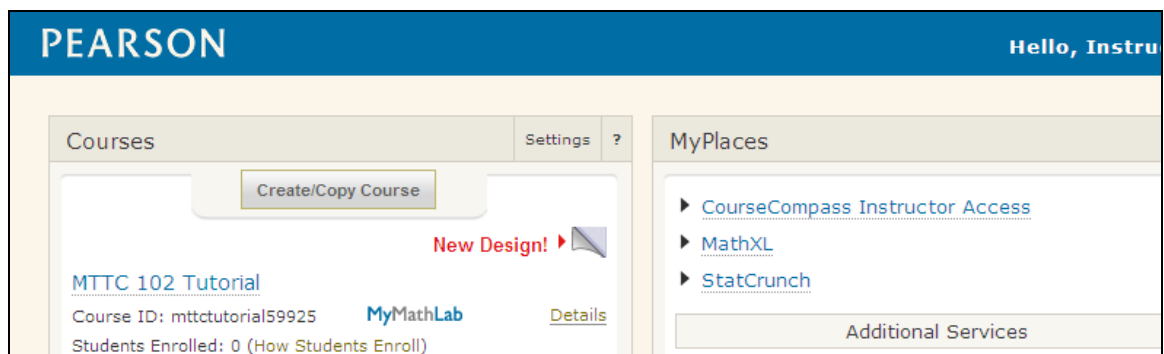
*Note: You can organize your course list by clicking the **Settings** button in the top right of the Courses list. In the Courses Settings page, drag a course title to its new position. You can also hide a course from the list by un-checking the **Show** box to the right of the Course Title. Click **Save Changes** when done.*

Click the course name to open the course. On the course Home Page, you will see the Dashboard for the course as well as the course menu on the left. You can navigate around the course like a student, work through homework assignments, quizzes, and tests, and view the Gradebook as a student.
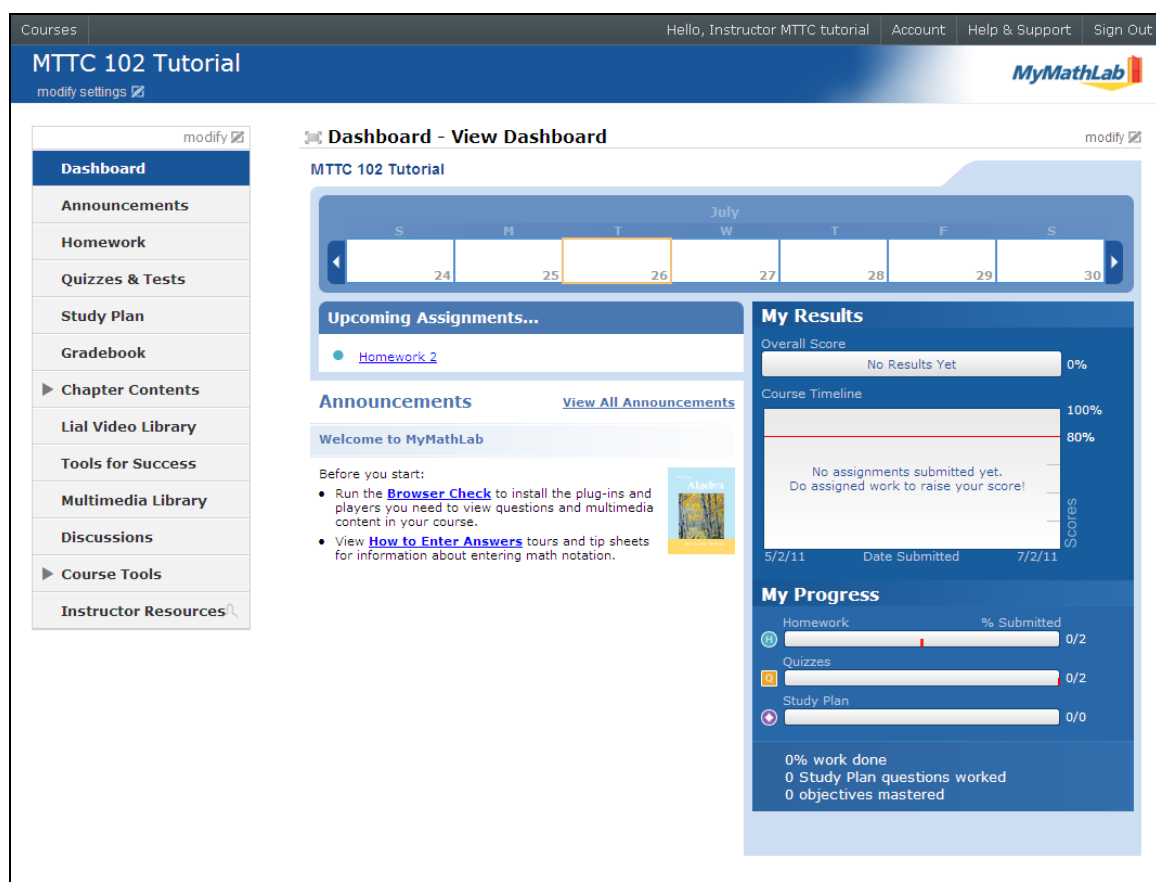
Students see the same course Home Page and course menu except for the Modify links and the hidden navigation buttons that are marked with the outline of a person.

10. Run the Browser Check.

To view and interact with the multimedia content in MyMathLab on your computer, you will need to run the browser check to make sure you have all the components needed. The browser check can be accessed from the "Welcome" announcement on the Dashboard. Alternatively, go to the MyMathLab website at **http://mymathlab.com/browser-check** to run the browser check.

If your students will be accessing MyMathLab from a computer lab at your school, the lab administrator should run the browser check to configure all machines appropriately. For assistance, visit the IT Admin Support page at http://mymathlab.com/it-admin-support.

11. Preview your course.

Preview the course from a student viewpoint by navigating to each of the pages represented by the links in the course menu. You should do this prior to and after customization of the content of your course to ensure that the course is set up correctly for your students.

The Dashboard and Announcements pages are where you can post announcements and general course information. In addition, the Dashboard gives students a visual overview of their current status in the course.

The Homework, Quizzes & Tests, Study Plan, Gradebook and Multimedia Library pages are where students access the MyMathLab content in the course.

Chapter Contents is where students access the content from each chapter and section of the textbook. Click the arrow to the left of Chapter Contents to expand that menu item.

12. Explore instructor resources.

Click **Instructor Resources** in the course menu. In the Instructor Resources page, you will see links to instructor supplements that accompany your textbook, such as the Instructor's Solutions Manual, Printed Test Bank, and PowerPoint Lecture Slides. The number and type of instructor resources available depends on the textbook you are using.

13. Give students information to enroll in your MyMathLab course.

Your course will be assigned a unique Course ID that your students will need so that they can enroll in your MyMathLab course. In the Courses page, click the **How Students Enroll** link below your course name to view detailed information about student enrollment in your MyMathLab course. Students will need a student access code as well as your Course ID to enroll in your course. You can find your Course ID below the course name in the Courses page, and you should distribute this information to your students.