

Basics for Managing MyMathLab

Spring 2019

MyMathLab Log In

- Faculty, TAs and students should use the Blackboard (BB) login page

`https://mycourses.purdue.edu`

and enter their Purdue career username and password.

- Students get free access for two weeks. After that they have to buy the access code.

Your first login to MyMathLab through BB

1. Once you login to BB you should look for the current sections you are teaching among the “courses where you are instructor.” Click on the section you want to manage.
2. Once you are in your section, click on MyMathLab on the left of your screen.
3. The first time you login you will need to enroll into MyMathLab through Blackboard as “section instructor.” You must have received a Pearson education account that was sent to you by Pearson. You will need to know your Pearson username and password and the MyMathLab section instructor code I emailed you. You should only need to register once per term, even if you are teaching multiple sections.

I will email you a link you can use to watch a video showing the section instructor registration steps. Note that the relevant part of the video begins after 1min and 30s. The first part applies to enrolling a user in BB, and instructors will already be enrolled in BB.

Managing your course on MyMathLab

Here are the main steps to manage your course on MyMathLab:

1. Login to BB
2. Look for the section you want to manage, click on it
3. Click on the MyMathLab button on the left of your screen
4. Click on MyMathLab Assignment Manager. You can explore the other items, but this is likely the only one you often use.
5. Click on MyMathLab with Pearson eText Course Home to see an expanded version of the MML tools and to access the ebook.
6. The assignments are all set up. You can assign them at your discretion.
7. You have to assign online assignments and offline assignments in two different ways.
8. For offline assignments you have to use “announcements” in BB inform your students about the deadline for handwritten homework and for exams, etc.

9. You can view the online assignments by clicking on select next to the same of the assignment and choosing “list questions” if you just want to know the assigned questions, or click on “preview” if you want to see the content of the questions.
10. There are several ways of assigning an online homework. Here is perhaps the easiest, which can be used for multiple assignments at once: click on “change date and assign status” more or less in the middle of the dark green band near the top of the window. Then select the assignment you want to schedule by clicking on the box next to the assignments, on the left of the window. Set the dates on he “due” columns” and don’t forget to click on “apply to selected.” You can also click on “select” next to the assignment and choose “settings for class” from the dropdown menu. Then you will see a place where you can enter the due date. Pick the date you want, scroll down the page and click on “save and assign.”
Warning: Keep in mind that once students start working on an assignment it will be locked and no one can make certain changes. You may not want to assign all the homework on the first day of classes.
11. If you choose “edit” from the select dropdown menu, you can edit the homework. Faculty can remove, replace or add problems. However, they should consult the course coordinator. The assignments are not linked as in the WebAssign system. TAs, on the other hand, should not edit assignments without consulting the faculty member. Keep in mind that, once students start working on assignment, it can no longer be edited.
12. The grade book has been set up. I set it up so that the lowest 3 homework and handwritten homework grades will be dropped. If you want to change it, click on grade book, click on more tools, and it is pretty much self-explanatory. If you need help, let me know.
Warning: If you collect handwritten homework once a week, let’s say three assignments at a time, make sure your grader enters grades for each assignment. Do not assign grades to groups of handwritten homework as it will mess up the grade book.
13. Online homework will be automatically graded. To enter scores of the handwritten homework and exams click on “select” next to the assignment , and pick “change scores.” You will get a box next to the student’s name where one can enter the score for that activity. Each activity has a maximum number of points. Handwritten homework 20 points, midterm exams 100 points, final exam 200 points. You also have the option of uploading the scores from a .scv spreadsheet. You have to click on “upload scores from a .csv spreadsheet” and follow instructions. You have to be careful and follow the instructions very closely.
14. If you need to omit the results of an assignment for all students, go to gradebook click on “more tools” and choose “omit assignment results” from the dropdown menu. Then choose the assignments you want to omit.
15. If students transfer into your section they are automatically moved into your roster. To transfer their grades click on “gradebook” on the menu on the left of your screen. Then click on “more tools” and choose “import previous results” from the dropdown menu. You get a list of students and just click on “import results next to their name.” This is vey different from WebAssign. There is no need to email anyone.
16. At the end of the semester, go to gradebook and click on “export data.” The system will give you a spreadsheet with all grades. it is pretty much self-explanatory.