

TA Quick Reference Sheet

MA 16100 · Spring 2026

Important Dates

Event	Date	Time	Location
Exam 1	Tuesday, Feb 10, 2026	8:00 – 9:00 pm	LILY 1105
Exam 2	Tuesday, Mar 10, 2026	8:00 – 9:00 pm	WALC 1055
Exam 3	Tuesday, Apr 14, 2026	8:00 – 9:00pm	WALC 1055
Final Exam	To be announced by the Registrar's Office		
*Hold onto old quizzes and exams until: End of Fall 2026 Semester			

Course Policies

Policies and Procedures: <https://www.math.purdue.edu/resources/gradta/policies.html>

Information for Teaching Assistants: <https://www.math.purdue.edu/resources/gta.html>

What to do if I am sick? The department will try to find someone to substitute for you—some TAs have emergency teaching as part of their regular TA assignment. It is crucial that you inform Shaun Ponder, ponders@purdue.edu (765) 494 3049, Shannon Cassady scassady@purdue.edu or Dominic Naughton dnaughto@purdue.edu as early as possible that you will not be able to teach your class due to an illness or emergency. Be prepared to provide the following information: course number, meeting time and place, lessons to be covered, and quiz to be given.

Math Resource Room (MRR) Policies: <https://www.math.purdue.edu/academic/courses/helpproom>

MRR Schedule: <https://www.math.purdue.edu/academic/officehours>

Link to Course Syllabus: TBA

Link to Course Calendar: TBA

Quizzes

This semester, the quizzes have been already written to be randomly generated in Variate. If you notice an error in a quiz statement or solution, please email Dr. Hood at kthood@purdue.edu

To download the quizzes:

1. Log in to variate: <https://purdue.variate.org/>
2. Click on the tab “Manage” > “Assessments.”
3. Next to the Quiz Name click the three dots > “Preview.”
4. Click “Print Assessment” > Enter your REC # in the field for “Test Form” > Click “Print.”

5. Use the print dialog to print to a pdf. You may need to change the “Scale” to fit all the problems on one page. You can also adjust the “Margins” settings.

Policy for ADA accommodations for extra time on quizzes:

<https://www.math.purdue.edu/files/resources/ada/InstructorADAProcedures.pdf>

Please email your ADA students in the first week of class informing them of the procedures for the quizzes. An email template is included on the website at the link above.

Gradebook

For MA 16100, all grades should be entered in the **Brightspace** Gradebook.

The Brightspace recitation and lecture pages have been merged into 1 page. This way, students only need to access one Brightspace page to access all the course material. We can also use features in Brightspace to submit grades to Banner.

To enter quiz grades for your recitation section:

1. In the Brightspace page, click “Grades” > “Enter Grades.”
2. Go to “View By:” and click the drop-down box > click “Sections.”
3. Next to “Sections” click the drop-down box > click your REC number.
4. In the spread sheet, go to the Quiz # > click the down arrow > click “Enter Grades.”

To exempt a student from a quiz: <https://blog.citl.mun.ca/technologyresources/grade-exemptions/>

Backup Gradebook: Be sure to keep a back-up of the grades (in Excel or program of your choice). This is helpful if a student switches sections, is dropped by the registrar, and is occasionally used in grade disputes.

When a student transfers between sections: The student should inform both the old TA and the new TA of the transfer. The old TA should send the quiz scores to the new TA to be updated in the Brightspace Gradebook. (This is why it is important to keep a back-up copy of the quiz scores). If both the old section and new section correlate to the same lecturer, then the quiz grades should copy over automatically.

Brightspace Documentation: For instructions on importing and exporting grades. Other information about how to use Brightspace. <https://www.purdue.edu/brightspace/Documentation.php>

MyLab Math Instructions

To enroll in MyLab Math as a Section Instructor:

Note this procedure has been simplified, you no longer need an access code.

1. Check that the Brightspace course is paired and you’re added.
2. Sign in to Brightspace as an instructor, and open your Brightspace course. Make sure that you are added with the role “instructor” in the Brightspace roster.
3. Select Content from the top menu, and click on Access Pearson MyLab Math.
4. If you already have a Pearson account, you will be prompted to pair your Brightspace account with your Pearson account. If you do not already have a Pearson account, you will first be prompted to create one. To create a Pearson account you will need to use your Purdue email address and you will need to create a password for your Pearson account.
5. After your account is paired, click on the gold “Open MyLab & Mastering” button to access your course in MyLabSign into Brightspace as an instructor and open your Brightspace course.

Do NOT enroll in the course as a student with the 14-Day Temporary Access Option!

To give a student an extension on the HW: <https://help.pearsoncmg.com/glp/en-us/pearson/instructor/Content/4-grades/extend-due-date-for-one-student.htm>

When a student transfers between sections: This semester, the recitation and lecture sections have been merged into three groups, sorted by lecturer. If a student switches between two sections, but the lecturer remains the same, you do not need to do anything in MyLab Math. If the student switches to a section that coordinates to a different lecturer, then the new TA should email mylabmath-help@purdue.edu with (1) the student's name, (2) new section, and (3) old section if known.

If you believe there is an error in a homework problem: Contact mylabmath-help@purdue.edu with the course, section, and homework problem (ID number is preferred), along with the student information if relevant. We will work on correcting the problem.

A student is greyed out in the Gradebook: This happens when the 14-Day Temporary Access Option expires. The student will need to purchase an access code to regain access to MyLab Math. You may email the student to remind them to purchase an access code.

A student cannot review their old homework: This happens if the student does not access the assignment before the due date. A zero will need to be submitted, then the student can access the HW. To do so, go to "Course Tools" > "Gradebook" > "Manage Incompletes". Scroll down to the assignment, then check the box next to the student's name, then click "Submit" at the bottom of the page.

Dr. Hood will "Manage Incompletes" before each exam. You can manage incompletes for students in your sections, however, be sure that you do not assign zeros to a student with an extension on an assignment. The due date is listed on the page for you to double check.

Troubleshooting: There is an assigned math department TA for IT support for technical issues with MyLabMath (MLMSUPP). Here are the steps that students in your lectures should take if they encounter a technical issue with MyLabMath:

1. Students contact their own TA about all issues.
2. The TA tells students to contact Pearson Support (account/registration error, browser error, or similar technical issue) or the TA sees if it is an issue that the TA can handle themselves (verifying if there is an error in the homework, etc.).
3. If the issue is not quickly fixed the TA emails mylabmath-help@purdue.edu (which will forward to the MLMSUPP TA, the internal department IT support for technical issues with MyLabMath). If there is any Pearson support ticket number associated with the issue it should be included in the email. Often when Pearson Support is contacted about an issue Pearson will generate a support ticket for that issue.
4. The MLMSUPP TA will attempt to fix the issue and will escalate to Pearson and/or the appropriate party as needed.

Do not let the student contact mylabmath-help@purdue.edu directly.

Syncing discrepancies between MyLab Math and Brightspace

Email Dr. Hood if you (or a student) notice any discrepancies in the HW grades between MyLab Math and Brightspace.