September 3,2014

Greetings BMCC!

We hope your first day(s) of class with your 008 and 012 students has started off well.  Thank you for using **MyMathLab** (MML).  We wish we had more time to train you on the great features and all MML has to offer!  For now, you have the assignments as created by your coordinators to work with.  You are welcome to also edit and create you own.

One thing you will want to do now that you are a section instructor is **edit the email address** under the learning aids settings.  This way, any communication between the students, as well as announcements and reports, will come to you.  To do this, please:

1. Login to your course.

2. Click Course Settings > Edit MML Settings:

3. Click Edit next to Learning Aids (scroll to bottom)

4. Replace "[mathxlcoordinator@gmail.com](https://email.bmcc.cuny.edu/owa/redir.aspx?C=NiFXug8W6Ea5ym7pIrTujTr6Kv9TmtEIBrwnaI70rlZH2i3GApOWwm5GQBFGHxnjiYb8x6Vh3O4.&URL=mailto%3amathxlcoordinator%40gmail.com)" with YOUR email address.

5. Save.

You will want to peek at your **ROSTER** (Under Course Tools) to make sure all of your students are registered.  You will see that many took advantage of the built-in temporary access.  **ALL STUDENTS SHOULD ENROLL IN YOUR COURSE BY NEXT FRIDAY, 9/12**.  They have 14-free days, and then are frozen (not deleted) and told how to upgrade their accounts once they log in.  In order to ensure students do not enroll mistakenly, the enrollment window ends 9/15.  If you have any students that come late or have an excuse, you must let them in manually.  Please contact the coordinator or Lauren Guardalabene and Allison Tierney with your CourseID to help *(*[*lauren.guardalabene@pearson.com*](https://email.bmcc.cuny.edu/owa/redir.aspx?C=NiFXug8W6Ea5ym7pIrTujTr6Kv9TmtEIBrwnaI70rlZH2i3GApOWwm5GQBFGHxnjiYb8x6Vh3O4.&URL=mailto%3alauren.guardalabene%40pearson.com)*,* [*allison.tierney@pearson.com*](https://email.bmcc.cuny.edu/owa/redir.aspx?C=NiFXug8W6Ea5ym7pIrTujTr6Kv9TmtEIBrwnaI70rlZH2i3GApOWwm5GQBFGHxnjiYb8x6Vh3O4.&URL=mailto%3aallison.tierney%40pearson.com)*)*.

Finally, please make sure your **assignments** are "assigned!"  You are your own student in MML, so you can click Assignments and see what they see.  If you are missing something here, it means you don't have it visible in your instructor tools.

You will find all the support you need under **Instructor Resources**.

* MyMathLab Educators: [http://tinyurl.com/mmleducator14](https://email.bmcc.cuny.edu/owa/redir.aspx?C=NiFXug8W6Ea5ym7pIrTujTr6Kv9TmtEIBrwnaI70rlZH2i3GApOWwm5GQBFGHxnjiYb8x6Vh3O4.&URL=http%3a%2f%2ftinyurl.com%2fmmleducator14), or call 888-695-6577
* MyMathLab Students: [http://tinyurl.com/mmlstudentsupport14](https://email.bmcc.cuny.edu/owa/redir.aspx?C=NiFXug8W6Ea5ym7pIrTujTr6Kv9TmtEIBrwnaI70rlZH2i3GApOWwm5GQBFGHxnjiYb8x6Vh3O4.&URL=http%3a%2f%2ftinyurl.com%2fmmlstudentsupport14), or call 800-677-6337

If for any reason you are not seeing your course or enrolled properly, please contact us immediately.  We will be running a report of all enrolled and work to date in the next week for coordinators.

Thank you!  --Your Pearson MyMathLab Team