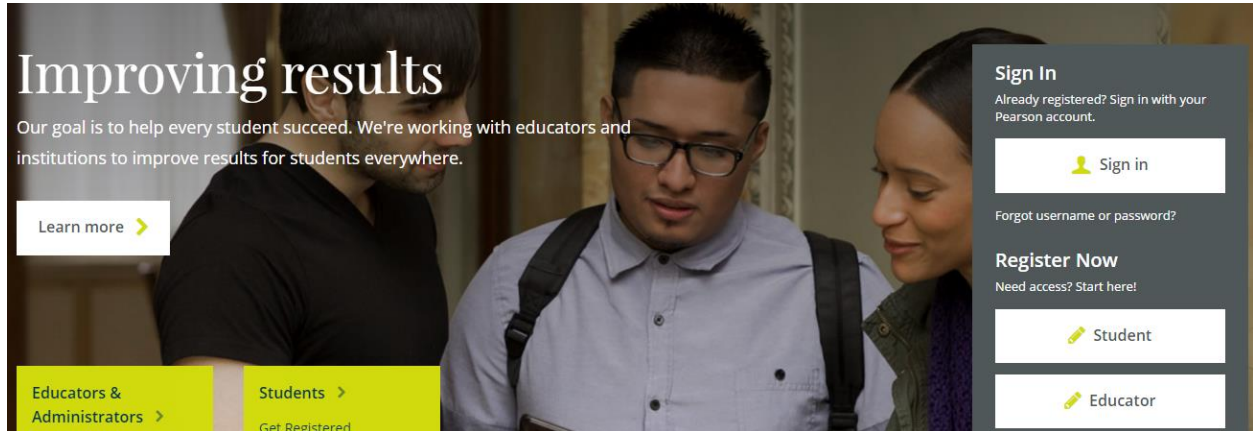


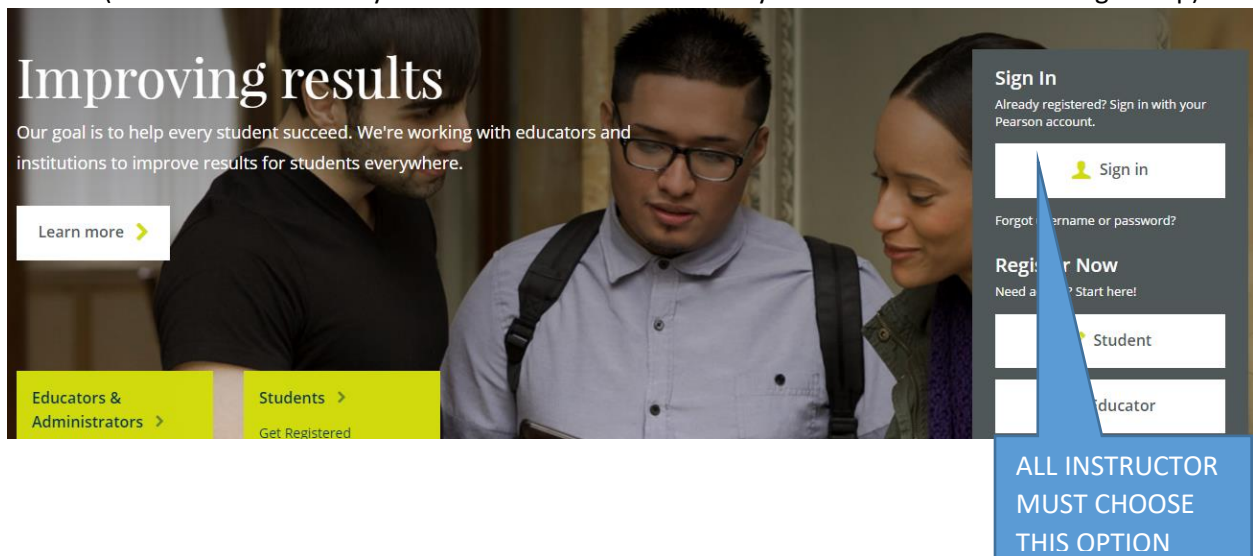
Steps to login to MAT 8 and MAT 12 and assign the Course work

- 1) Go to www.mymathlab.com

You will see the screen:



- 2) All instructor must click on SIGN IN
YOUR ACCOUNT HAS BEEN CREATED BY THE MATH DEPARTMENT
(If this is the first time you are teach MAT 8 or MAT 12 you must meet with Mark Jagai asap)



- 3) You will be redirected to the screen below
Enter your user name and password that was given to you by the Math Department:
NOTE: ONCE YOU LOGIN YOU ARE THE INSTRUCTOR (WE DO NOT HAVE TO UPGRADE YOU TO INSTRUCTOR)

The screenshot shows the Pearson MyLab & Mastering Sign In page. The browser address bar shows <https://portal.mypearson.com/login>. The page has a black header with the Pearson logo. The main content area is titled "Sign In" and contains a form with the following elements:

- Username** input field
- Password** input field
- ☐ Show Password
- [Forgot Username or Password?](#)
- Sign In** button

Three blue callout boxes provide instructions:

- STEP 1:** Enter your Username (points to the Username field)
- STEP 2:** Enter your Password (points to the Password field)
- STEP 3:** Click on Sign In (points to the Sign In button)

- 4) You will be redirected to the screen shown below with the courses you are teaching

The screenshot shows the MyMathLab course management page. At the top, there is a search bar and a "Main (3)" tab. Below the search bar, there are three course cards and a button to "Enroll as Section Instructor".

Course ID	Course Name	Enrollment Status	Section Instructors
bmcsmath23604	MAT 12 - SPRING 2017 Section 0800	Enrolled: 0 (How students enroll)	Section Instructors: 1
bmcsmath39498	MAT 12 - SPRING 2017 Section 1002	Enrolled: 0 (How students enroll)	Section Instructors: 1
bmcsmath78118	MAT 8 - SPRING 2017 Section 1200	Enrolled: 0 (How students enroll)	Section Instructors: 1

Two blue callout boxes provide instructions:

- This area shows the courses you are teaching** (points to the course cards)
- Below each course is the Course ID THIS MUST BE GIVEN TO YOUR STUDENT** (points to the Course ID field in the first course card)

NOTE: if you are teaching more than one course using MyMathLab, they will all appear on the screen.

5) Click on the course (MAT 8 or MAT 12)

Search this page

Main (3)

bmcsmath23604

MAT 12 - SPRING 2017 Section 0800

Jan 30 - May 30, 2017
Enrolled: 0 (How students enroll)
Section Instructors: 1

bmcsmath39498

MAT 12 - SPRING 2017 Section 1002

Jan 30 - May 30, 2017
Enrolled: 0 (How students enroll)
Section Instructors: 1

bmcsmath78118

MAT 8 - SPRING 2017 Section 1200

Jan 30 - May 30, 2017
Enrolled: 0 (How students enroll)
Section Instructors: 1

+ Enroll as Section Instructor

MyMathLab®

Choose your course by clicking here

6) You will be redirected to the screen shown below:

http://openvillum.college.com/course.html?courseId=...

Course Dashboard: Announcements and Calendar

File Edit View Favorites Tools Help

MAT 012 - SEC 1701 - FALL 2015

MyMathLab®

My Courses

Manage Course

Course Dashboard: Announcements and Calendar

ASSIGNMENTS (Homework, Quizzes, Tests)

Personalized STUDY PLAN - Practice & Review

Multimedia Library

Chapter Contents

Course Dashboard: Announcements and Calendar

MAT 012 - SEC 1701 - FALL 2015

August

Sun Mon Tue Wed Thu Fri Sat

16 17 18 19 20 21 22

My Upcoming Assignments

Sep 12 [Orientation Homework - Get to Know MyMathLab](#)

[Fractions](#)

[Decimals](#)

[View All Assignments](#)

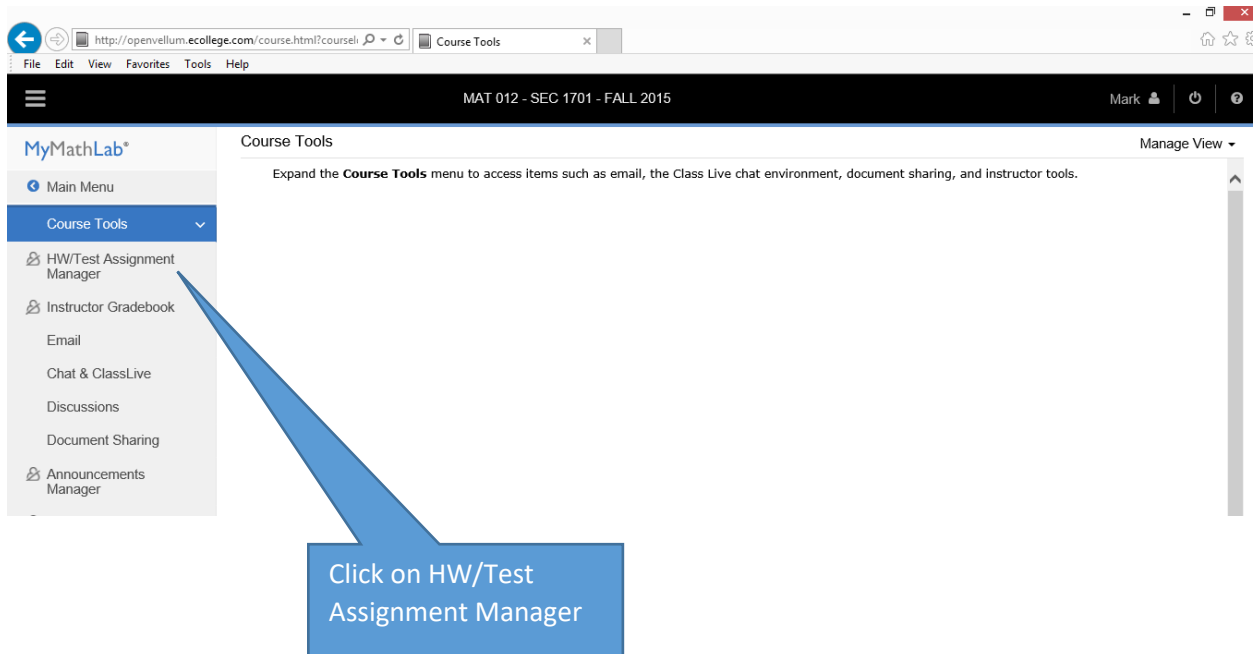
In Class Learning - Instructor View

Ask students questions during class to assess their understanding in real time with [Learning Catalytics](#)

My Results

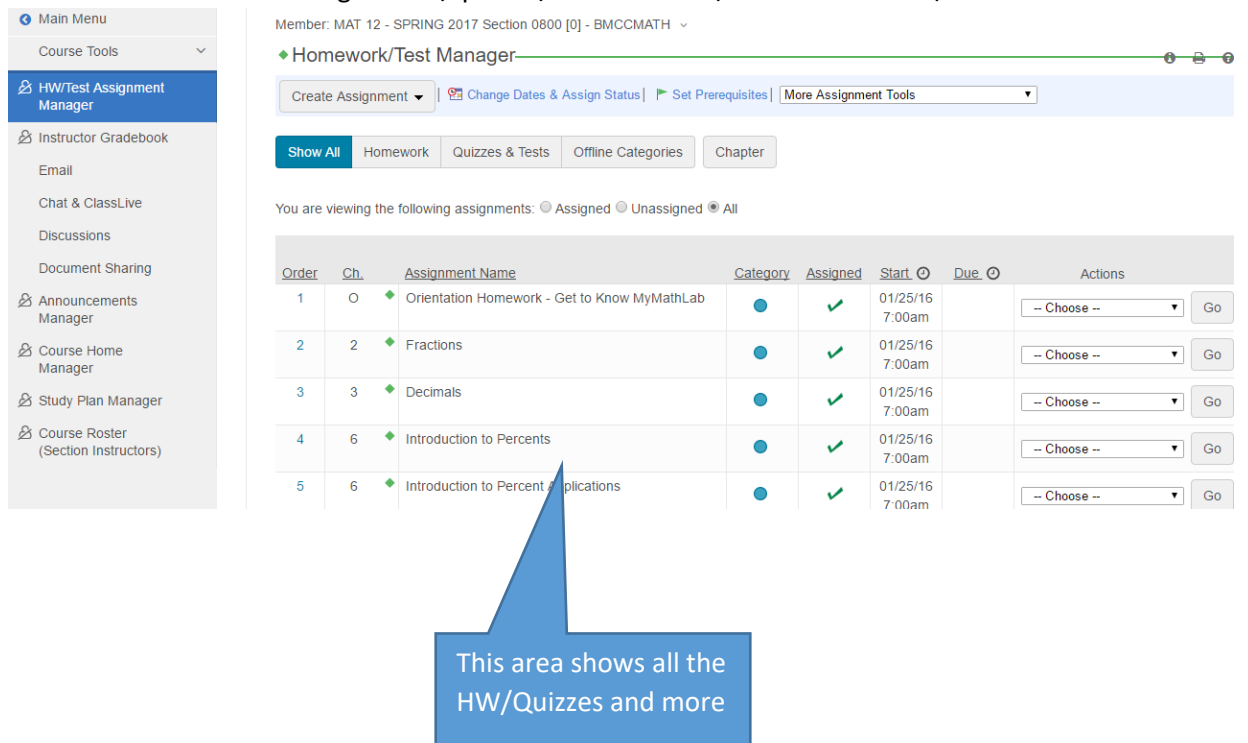
Look for Course Tools in this area and click on it

- 7) You will be redirected to the screen below:
To all the assignments click on HW/Test Assignment Manager



The screenshot shows the MyMathLab interface for a course titled "MAT 012 - SEC 1701 - FALL 2015". On the left, the "Course Tools" menu is expanded, showing options like "HW/Test Assignment Manager", "Instructor Gradebook", "Email", "Chat & ClassLive", "Discussions", "Document Sharing", and "Announcements Manager". A blue arrow points from the "HW/Test Assignment Manager" option to a text box that says "Click on HW/Test Assignment Manager".

- 8) You will now see all the assignments/quizzes/ Interventions/Practice Midterm/Practice Final



The screenshot shows the "Homework/Test Manager" page in MyMathLab. The left sidebar shows the "HW/Test Assignment Manager" option selected. The main content area displays a list of assignments for the course "MAT 12 - SPRING 2017 Section 0800 [0] - BMCCMATH". The assignments are listed in a table with columns for Order, Ch., Assignment Name, Category, Assigned, Start, Due, and Actions.

Order	Ch.	Assignment Name	Category	Assigned	Start	Due	Actions
1	0	Orientation Homework - Get to Know MyMathLab		✓	01/25/16 7:00am		-- Choose -- Go
2	2	Fractions		✓	01/25/16 7:00am		-- Choose -- Go
3	3	Decimals		✓	01/25/16 7:00am		-- Choose -- Go
4	6	Introduction to Percents		✓	01/25/16 7:00am		-- Choose -- Go
5	6	Introduction to Percent Applications		✓	01/25/16 7:00am		-- Choose -- Go

A blue arrow points from the text box "This area shows all the HW/Quizzes and more" to the table of assignments.

9) To view the HW and set a due date choose EDIT under the Actions heading

- Main Menu
- Course Tools
- HW/Test Assignment Manager**
- Instructor Gradebook
- Email
- Chat & ClassLive
- Discussions
- Document Sharing
- Announcements Manager
- Course Home Manager
- Study Plan Manager
- Course Roster (Section Instructors)

Member: MAT 12 - SPRING 2017 Section 0800 [0] - BMCCMATH

Homework/Test Manager

Create Assignment | Change Dates & Assign Status | Set Prerequisites | More Assignment Tools

Show All | Homework | Quizzes & Tests | Offline Categories | Chapter

You are viewing the following assignments: Assigned Unassigned All

Order	Ch.	Assignment Name	Category	Assigned	Start	Due	Actions
1	0	Orientation Homework - Get to Know MyMathLab		✓	01/25/16 7:00am		-- Choose -- Go
2	2	Fractions		✓	01/25/16 7:00am		-- Choose -- Go
3	3	Decimals		✓	01/25/16 7:00am		-- Choose -- Go
4	6	Introduction to Percents		✓	01/25/16 7:00am		-- Choose -- Go
5	6	Introduction to Percent Applications		✓	01/25/16 7:00am		-- Choose -- Go

Click on the arrow and select EDIT

Then click on: Go

10) You will be redirected to the screen shown below:

- Course Tools
- HW/Test Assignment Manager**
- Instructor Gradebook
- Email
- Chat & ClassLive
- Discussions
- Document Sharing
- Announcements Manager
- Course Home Manager

Edit Homework

1 Start 2 Select Media and Questions 3 Choose Settings

Book Borough of Manhattan CC: MAT 012: Basic Arithmetic and Algebra

Gradebook Category Homework

Homework Name Fractions

Creating assignments for mobile use.

Would you like this homework to be personalized based on student test or quiz results?
Please note that media cannot be added to personalized homework assignments.

☐ Yes, omit questions from objectives that were mastered in test/quiz: Choose...

Cancel Next Save Save & Assign

Click on:

Next

11) You will be redirected to a new screen:

You can now change the Homework and assign a due date:

Course Tools

- HW/Test Assignment Manager
- Instructor Gradebook
- Email
- Chat & ClassLive
- Discussions
- Document Sharing
- Announcements Manager
- Course Home Manager
- Study Plan Manager
- Course Roster (Section Instructors)

Preview & Add

Preview & Remove

View student homework

Sort All

Cancel

Back

Next

Save

Save & Assign

Step 1:

Click here to view each problem

Step 2:

Click on Next to set a due date and time

12) You will be redirected to this screen:

MyMathLab®

- Main Menu
- Course Tools
- HW/Test Assignment Manager
- Instructor Gradebook
- Email
- Chat & ClassLive
- Discussions

MAT 012 - SEC 1701 - FALL 2015

HW/Test Assignment Manager

1 Start 2 Select Media and Questions 3 Choose Settings

Name Fractions

Book Borough of Manhattan CC: MAT 012: Basic Arithmetic and Algebra

Review Individual Student Settings

Availability Options

Available 8/23/2014 7:00 AM

Due

Chapter associations Display with assignments from chapters: 2

Note: This assignment covers material from chapters 2

Step 1:

Enter the due date here

Step 2:

Enter the time the work is due

13) Click on Save & Assign:

ID	Assignment Name	Category	Assigned	Start	Due	Actions
25	2.4.147 Divide fractions or mixed numbers.					
26	2.4.149 Multiply fractions or mixed numbers.					

Buttons: Preview & Add, Preview & Remove, View student homework, Sort All, Back, Next, Save, Save & Assign

Click here when you are ready to assign the work

14) To return to the course click on the arrow as shown below

MyMathLab®

Course Tools

HW/Test Assignment Manager

Member: MAT 12 - SPRING 2017 Section 0800 [0] - BMCCMATH

Homework/Test Manager

Create Assignment | Change Dates & Assign Status | Set Prerequisites | More Assignment Tools

Show All | Homework | Quizzes & Tests | Offline Categories | Chapter

You are viewing the following assignments: Assigned Unassigned All

Order	Ch.	Assignment Name	Category	Assigned	Start	Due	Actions
1	O	Orientation Homework - Get to Know MyMathLab		✓	01/25/16 7:00am		-- Choose -- Go
2	2	Fractions		✓	01/25/16 7:00am		-- Choose -- Go

Click on the arrow to return to the courses.

If you need additional help please visit office (N599R) during my office hours which will be posted on the office window