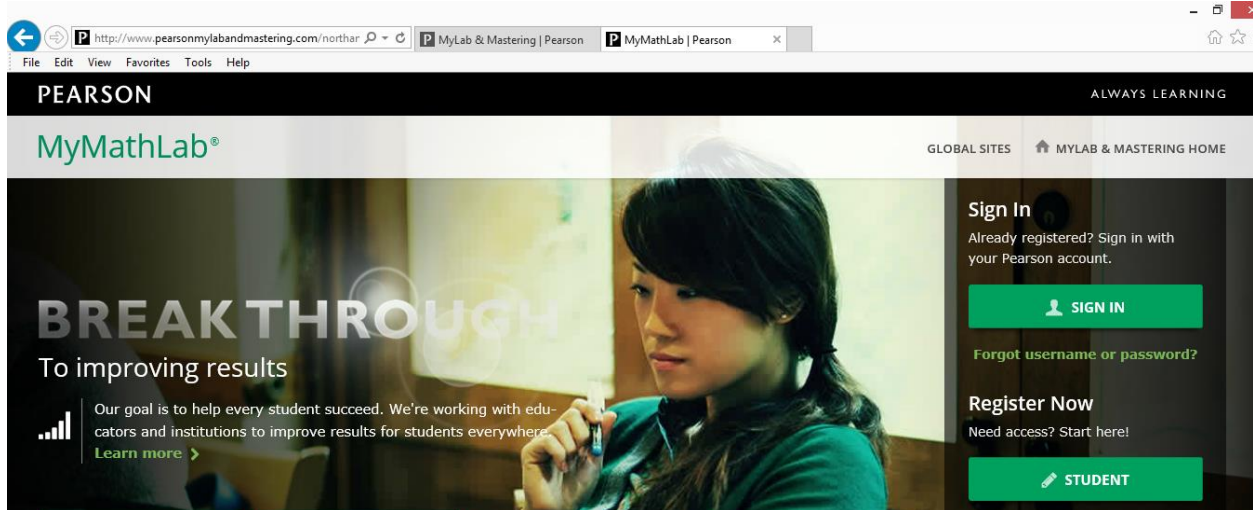


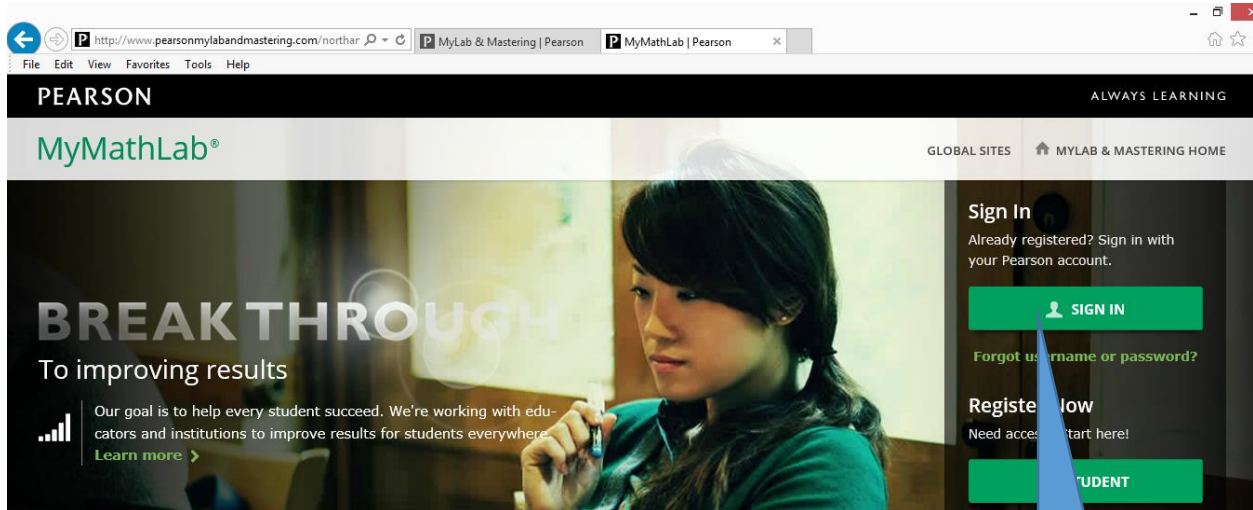
Steps to login to MAT 8 and MAT 12 and assign the Course work

- 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)



ALL INSTRUCTOR
MUST CHOOSE
THIS OPTION

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 login page for Pearson MyLab & Mastering. The browser address bar displays <https://portal.mypearson.com/login>. The page features a 'Sign In' 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 instructor dashboard for Pearson MyLab & Mastering. The browser address bar displays <http://foundation-portal.mypearson.com/portal/rend>. The page layout includes:

- PEARSON** logo and user information: Hello, Mark Jagai | Account | Help & Support | Sign Out
- MyLab & Mastering** section with an 'Enroll in Another Course' button.
- Courses and Products** section with 'About MyLab & Mastering' and 'Learn about MyLab & Mastering Where's my course?' links.
- Announcements** section with 'General Announcements' and a 'Need Help?' section.

Two blue callout boxes provide instructions:

- This area shows the courses you are teaching** (points to the course list in the 'MyLab & Mastering' section).
- Below each course is the Course ID THIS MUST BE GIVEN TO YOUR STUDENT** (points to the 'Course ID' field for the course 'MAT 012 - SEC 1701 - FALL 2015').

Course List Data:

Course Title	Course ID	Students Enrolled
MAT 008 - SEC MARK - FALL 2015	bmcsmath06125	0
MAT 012 - SEC 1701 - FALL 2015	bmcsmath24205	0

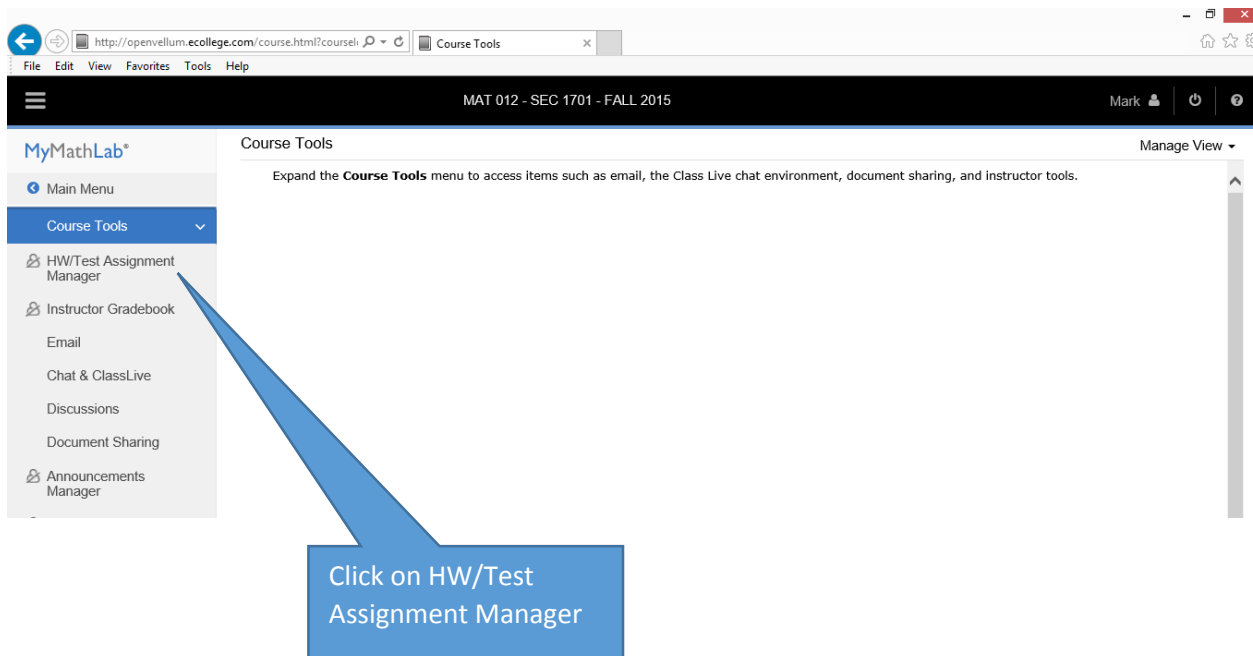
- 5) Click on the course (MAT 8 or MAT 12)

The screenshot shows the Pearson MyLab & Mastering portal. The browser address bar displays <http://foundation-portal.mypearson.com/portal/rend>. The page features a navigation bar with 'File', 'Edit', 'View', 'Favorites', 'Tools', and 'Help'. The main content area is divided into two panels: 'MyLab & Mastering' and 'Courses and Products'. The 'MyLab & Mastering' panel includes an 'Enroll in Another Course' button and lists two courses: 'MAT 008 - SEC MARK - FALL 2015' (Course ID: bmccmath06125) and 'MAT 012 - SEC 1701 - FALL 2015' (Course ID: bmccmath24205). Both courses show 'Students Enrolled: 0' and a '(How Students Enroll)' link. A blue callout box points to the 'MAT 012 - SEC 1701 - FALL 2015' course with the text: 'Choose your course by clicking here'.

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

The screenshot shows the MyMathLab course dashboard for 'MAT 012 - SEC 1701 - FALL 2015'. The browser address bar displays <http://openvillum.college.com/course.html?courseid>. The page features a navigation bar with 'File', 'Edit', 'View', 'Favorites', 'Tools', and 'Help'. The main content area is divided into two panels: 'MyMathLab*' and 'Course Dashboard: Announcements and Calendar'. The 'MyMathLab*' panel includes a sidebar with 'My Courses', 'Manage Course', 'Course Dashboard: Announcements and Calendar', 'ASSIGNMENTS (Homework, Quizzes, Tests)', 'Personalized STUDY PLAN - Practice & Review', 'Multimedia Library', and 'Chapter Contents'. The 'Course Dashboard: Announcements and Calendar' panel includes a calendar for August, a 'My Upcoming Assignments' section, and an 'In Class Learning - Instructor View' section. A blue callout box points to the 'Course Dashboard: Announcements and Calendar' section with the text: '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



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

The screenshot shows the 'HW/Test Assignment Manager' page. At the top, it says 'Member: MAT 012 - SEC 1701 - FALL 2015 [0] - BMCCMATH > HOMEWORK/TEST MANAGER'. Below this is a 'Manage Course List' link and a 'Homework/Test Manager' section with a 'Legend' link. There are buttons for 'Create Assignment', 'Change Dates & Assign Status', 'Set Prerequisites', and 'More Assignment Tools'. Below these are tabs for 'Show All', 'Homework', 'Quizzes & Tests', 'Offline Categories', and 'Chapter'. A filter section says 'You are viewing the following assignments: ☐ Assigned ☐ Unassigned ☒ All'. The main content is a table of assignments:

Order	Ch.	Assignment Name	Category	Assigned	Start	Due	Actions
1	0	Orientation Homework - Get to Know MyMathLab	H	✓	08/23/14 7:00am	09/12/14 10:00pm	-- Choose -- Go
2	2	Fractions	H	✓	08/23/14 7:00am		-- Choose -- Go
3	3	Decimals	H	✓	08/23/14		-- Choose -- Go

A blue arrow points from the table area to a text box that says 'This area shows all the HW/Quizzes and more'.

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

MyMathLab®

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)

HW/Test Assignment Manager

Member: MAT 012 - SEC 1701 - FALL 2015 [0] - BMCCMATH > HOMEWORK/TEST MANAGER

Manage Course List

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	H	✓	08/23/14 7:00am	09/12/14 10:00pm	-- Choose -- Go
2	2	Fractions	H	✓	08/23/14 7:00am		Edit... Go
3	3	Decimals	H	✓	08/23/14 7:00am		-- Choose -- Go
4	6	Introduction to Percents	H		08/23/14 7:00am		-- Choose -- Go
5	6	Introduction to Percent Applications	H		08/23/14 7:00am		-- Choose -- Go
6	6	More Percent Applications	H		08/23/14 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

HW/Test Assignment 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)

0.1.3 0.1.4 0.1.5 0.1.6 0.1.7 0.1.8 0.1.9

Add Remove

Preview & Add Preview & Remove View student homework Sort All

Cancel Back Next Save Save & Assign

Problem ID	Problem Description	Time	Points
3	2.2.43 Write improper fractions as mixed nu...	30s	1
4	2.2.63 Write improper fractions as mixed nu...		1
5	2.2.65 Write improper fractions as mixed nu...	45s	1
6	2.2.73 Write improper fractions as mixed nu...		1
7	2.2.91 Find equivalent fractions.	44s	1
8	2.2.123 Write fractions in simplest form.	34s	1
9	2.2.126 Write fractions in simplest form.	1m 2s	1
10	2.2.171 Solve applications.		1
11	2.2.173 Solve applications.		1
12	2.3.5 Add fractions or mixed numbers.		1
13	2.3.19 Add fractions or mixed numbers.	1m 29s	1
14	2.3.53 Add fractions or mixed numbers.		1
15	2.3.59 Add fractions or mixed numbers.	2m 18s	1
16	2.3.87 Subtract fractions or mixed numbers.		1
17	2.3.87 Subtract fractions or mixed numbers.	1m 20s	1

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 Current course time: 10:41pm Time zone: (UTC-05:00) Eastern Time (US & Canada) [Change...](#)

Due

Chapter associations Display with assignments from chapters: 2 [Change...](#)
Note: This assignment covers material from chapters 2

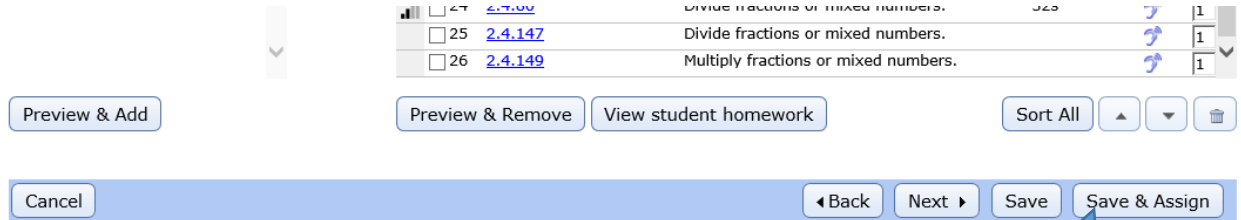
Step 1:

Enter the due date here

Step 2:

Enter the time the work is due

13) Click on Save & Assign:



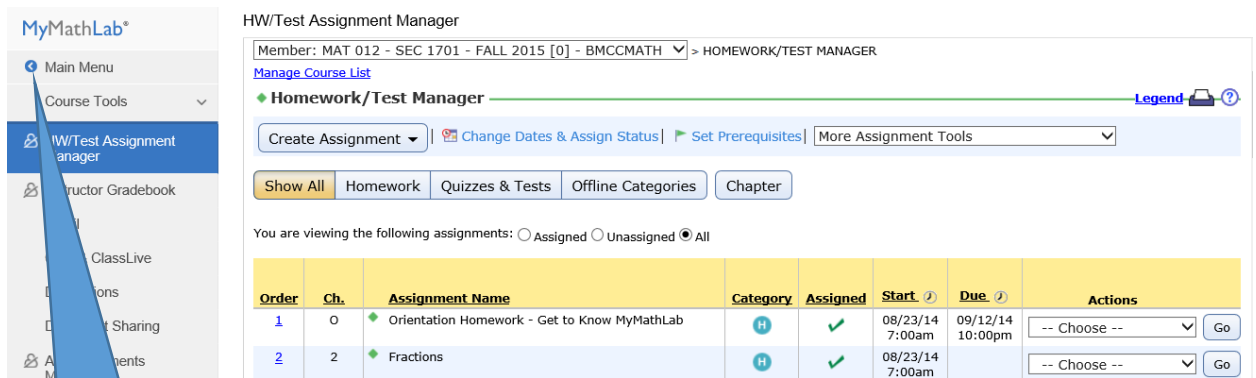
	4.7	4.7.99	DIVIDE FRACTIONS OR MIXED NUMBERS.	1
25	2.4.147		Divide fractions or mixed numbers.	1
26	2.4.149		Multiply fractions or mixed numbers.	1

Buttons: Preview & Add, Preview & Remove, View student homework, Sort All, [Dropdown]

Bottom Bar: Cancel, 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®

Main Menu

Course Tools

HW/Test Assignment Manager

Instructor Gradebook

ClassLive

Share

Assignments

HW/Test Assignment Manager

Member: MAT 012 - SEC 1701 - FALL 2015 [0] - BMCCMATH > HOMEWORK/TEST MANAGER

Manage Course List

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	H	✓	08/23/14 7:00am	09/12/14 10:00pm	-- Choose -- Go
2	2	Fractions	H	✓	08/23/14 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