Best Practices with MyMathLab/ Faculty Instruction Manual

Help when you need it:
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Live on-line training schedule at http://www.mymathlab.com/training.html
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BEST PRACTICES WITH MYMATHLAB

With CourseCompass, you can get up and running with an online course in 15 minutes or less. After you register, log in, and create your first course, you will see your course listed on the My CourseCompass page. You have a range of options available for creating additional courses. Any course you create appears in the Courses area on the My CourseCompass page.

You can view the publisher-provided content. You also have a wide range of choices as you customize your course to fit your exact needs. For example, you can add Microsoft® Word documents, PowerPoint® slides, Adobe® Photoshop® graphics, and HTML files to further enhance your course material.

In addition to course content, CourseCompass includes a full course-management system for tracking student progress and reporting results. For example, you can:

- Create and manage student groups
- Enter, export, and report on student grades using the gradebook
- Generate reports on course usage and activity
- Exchange files with students by using the Digital Dropbox

You can also:

- Send e-mail to students
- Send messages to students
- Communicate in real-time, using the Virtual Classroom or Chat Collaboration tools
- Create topical forums in the Discussion Board
- Create a course glossary
ABOUT THE MY COURSECOMPASS PAGE

Each time you log into CourseCompass, your personalized My CourseCompass page appears:

From the My CourseCompass page, you can manage your CourseCompass work. The page consists of four areas:

- **Courses**, which lists the titles of all the courses you are teaching and taking.
- **Announcements**, which displays general announcements about CourseCompass as well as specific announcements about each of your courses.
- **Need Help?**, which links to the many resources available to help you learn how to work in and teach with CourseCompass.
- **Resources**, which gives you access to myPearsonStore.com, the Research Navigator, the TestGen application and plug-in, and the Instructor Resource Center.

In the top-right corner of the My CourseCompass page, you can click the following links:

- **My Account**: enables you to manage your Pearson account by editing your personal information.
- **Help & Support**: takes you to Help information and the CourseCompass Support Center.
Using the Courses area

The Courses area on the My CourseCompass page lists all the courses you are teaching or taking. The appearance of the course name indicates its status.

- To enter a course, click its name.
- To see details about a course—such as the number of students enrolled and beginning and ending dates—click Details to the right of the course name. From the Details link, you can also change the course's name, description, or dates.
- To upgrade your course to a new edition and/or version of your course materials, click New Edition Available, New Version Available, or New Edition & Version Available, if it appears.
- The How Students Enroll link appears when no (0) students have enrolled in your course. The link changes to display the number of students in your course as soon as one (1) student has enrolled. To view information about how students enroll in your course, click How Students Enroll. You can also distribute these instructions to your students.
- To create or upgrade a course, click Create/Copy Course and follow the on-screen instructions.

Using the Courses Settings page

The Courses Settings page provides control over the display of your Courses list.

Arranging course titles

To change the order of the courses in your Courses list, you simply drag and drop a course title to wherever you want it to appear in the list.

To move a course title:

1. Click on the Move icon corresponding to the course title you want to move and hold down your mouse button while you drag the course into position.
2. Verify that the course is in the correct location, and then release the mouse button.
3. Click the Save Changes button.

Hiding and showing course titles

The Courses Settings page Show checkboxes can be used to hide or show the course titles in your Courses list.

To remove a course from the Courses list without deleting it:

1. In the Show column, deselect the Show checkbox corresponding to the course you want to hide.
2. Click the Save Changes button.

Using the Announcements area

The Announcements area on the My CourseCompass page includes general announcements from Pearson Education. As an instructor, you can also display timely information about each of your courses. For example, you might post assignment due dates, notifications of changes to the syllabus, dates for guest speaker appearances, corrections to course material, or updates to an exam schedule.
Click the Settings link in the message to open the Announcements Settings page. The Announcement Settings page enables you to show or hide your course announcements in the Announcements area.

Note: Students do not have the ability to hide course announcements; any course announcements you publish will always appear in the students’ Announcements area.

Displaying your course announcements

To view or hide the announcements for a specific course, click the course title in the Announcements area.

Using the Resources area

The Resources area on the My CourseCompass page displays links to:

- Research Navigator, where you and your students can search online databases to prepare assignments or learn about a specific subject. Your students can also learn more about the research process. To use Research Navigator:
  1. Click Go to the website under Research Navigator.com in the Resources area on the My CourseCompass page.
  2. Select the database and type of source material that you want to search.
  3. In the appropriate database area, select a discipline or subject.
  4. Click Go.

- TestGen website, where you can download the TestGen application to use to create assessments. You and your students can also download the TestGen plug-in needed to complete these assessments in CourseCompass.
  1. To install the TestGen application:
    1. Click Go to the TestGen website under TestGen in the Resources area.
    2. Enter your CourseCompass login name and password.
    3. Click Log in.
    4. Click Download new version or the link for your operating system.
    5. Review the information under Before You Install.
    6. Under Installation Instructions, click the link for your platform (Windows or Macintosh) to download the appropriate setup file to your computer. You can download either a .zip (compressed) file or the .exe (executable) file.
    7. Follow the on-screen instructions to save and run the setup file.

  2. To install the TestGen plug-in:
    1. Click Get the TestGen plug-in under TestGen in the Resources area.
    2. Click the link on the left of the web page to download the latest TestGen plug-in.
    3. Review the information under Before You Install.
    4. Under Installation Instructions, click the link for your platform (Windows or Macintosh) to download the appropriate setup file to your computer. You can download either a .zip (compressed) file or the .exe (executable) file.
    5. Follow the on-screen instructions to save and run the setup file.
Using the Need Help? area

Click Getting Started with CourseCompass to:

- Watch How Do I? Tours that show you how to perform certain tasks in CourseCompass
- Install the appropriate plug-ins for your course, which may include:
  - MyMathLab Installation Wizard
  - Apple® QuickTime
  - Java™ Plug-in
  - Macromedia® Flash™
  - Macromedia Shockwave® Player
  - RealNetworks® RealOne™ Player
- View the CourseCompass system requirements
- View the Release Notes for the latest information about CourseCompass

Click Teaching with CourseCompass to:

- Review tasks to complete before the first day of your class
- Learn how students enroll in courses that span multiple semesters
- Find out how to install and use the TestGen application to create assessments

Click Support Center to:

- Open the complete online Instructor Help system
- Get information about contacting CourseCompass Customer Technical Support
- Get information about contacting MyMathLab Product Support
- Review frequently asked questions (FAQs) and their answers

Editing personal information

To edit your personal information:

1. Click Account Summary in the top-right corner of the My CourseCompass page.
2. Click Edit Personal Information.
3. Enter your password.
4. Click Log in to open the Account Summary page.
5. This page displays all the Pearson Education online products to which you have access, including all the courses you are taking. Courses to which you no longer have access are shown as grayed out.
6. Click Edit Account Information.
7. (Optional) Edit your contact, academic institution, or login information.
8. Click Save.
9. (Optional) E-mail your account information to yourself by clicking E-mail Account Summary in the top-right corner of the Account Summary page.
10. Click Log out in the top-right corner.
SETTING UP COURSES

When you log in to CourseCompass for the first time, you create your first course. This course and any others you create appear on the My CourseCompass page in the Courses area.

Creating and upgrading courses

You can create your courses in any of the following ways:

- Searching or browsing for publisher-provided course content from the list of publishers, disciplines, and course materials
- Building a course from scratch without using any publisher-provided course material
- Copying another instructor's course
- Upgrading to a new edition or version of a course you have already been teaching
- Copying one of your own courses

If your course will span several terms, you need to set it up as a multisemester course.

Searching or browsing for publisher-provided course materials

CourseCompass provides a wealth of premium course material.

To create a course by browsing publisher-provided content:

1. Click Create/Copy Course in the Courses area on the My CourseCompass page. (If this is your first course, click Create Your First Course instead.)

2. Do either of the following:
   - Click Search Course Materials; type an author's name, textbook title, or ISBN in the box; then click Go. Course materials that match the criteria you typed appear.
   - Click Browse by Discipline, select a discipline for your course in the first drop-down box, select a publisher in the second drop-down box, then click Go. Course materials that match the discipline and publisher(s) you selected appear.

3. Locate the textbook of interest and click Contents to see the types of accompanying materials available in CourseCompass.
4. Click Select Course Materials next to the course materials you want to use.
5. Type a course name and, optionally, a course description.
6. Next to Enrollment Start Date, select the month, day, and year when you want students to start enrolling in your course, or click the calendar icon and select a date. The default is the current date.
7. Next to Enrollment End Date, select the month, day, and year when you want students to stop enrolling in your course, or click the calendar icon and select a date. The default is the date nine months from the current date.
8. Next to Course Start Date, select the month, day, and year when you plan to begin teaching the course, or click the calendar icon and select a date. The default is the current date.
9. Next to Course End Date, select the month, day, and year when you want to close student access to your course, or click the calendar icon and select a date. The default is the date nine months from the current date.

10. Click Create Course Now.

11. On the Confirmation - Request Received page, note the course ID. You need to give this course ID to students so they can enroll in the course. After the course is created, the course ID appears in the Courses area on the My CourseCompass page.

   **Tip:** Make a note of your course ID. You will need to give it to your students so they can enroll in the course. CourseCompass automatically assigns a course ID number. This number is not related to the course number assigned by your institution.

   **Note:** Depending on the number of course creation requests in the CourseCompass queue and the size of the course material you selected, creating the course may take as little as an hour or up to one day. While you are waiting, you do not need to stay connected to the Internet.

12. Click Create or Copy Another Course to create another course, click Log Out to exit CourseCompass, or click My CourseCompass to continue working in CourseCompass while you wait for the just-created course to appear.

When CourseCompass finishes adding your course material, you will receive an e-mail message. When you log in to CourseCompass, your course appears in the Courses area on the My CourseCompass page.

   **Note:** You can review publisher-provided course materials in any course at any time.

### Copying your own course

You can reuse a course that you created in CourseCompass. You can then modify the copied material as needed for your new course. When you copy a course, the new course has a different course ID and an empty gradebook.

To copy a course that you created:

1. Click Create/Copy Course in the Courses area on the My CourseCompass page. The Create or Copy a Course page displays.
2. Select Copy a Course, and then select Copy One of Your Existing Courses.
3. Select the course you want to copy in the drop-down list, then click Go.
4. A list of course components for the original course appears, with all components selected.
5. Deselect any course component you do not want to copy, then click Continue. The Enter Course Information page displays.
6. Type a course name and, optionally, a course description.
7. Select a course type: for most courses, select For Student enrollment. However, if you are creating a course to use only as a template for other courses, select For Instructor use only. This type of course can be modified and copied and is not intended for student enrollment.

   **Note:** If you are creating a For Instructor use only course, the Course Enrollment Dates section is grayed out. Proceed to step 9.
8. For Enrollment Start Date, open the calendar by clicking in the Date field or clicking the calendar icon and select the month, day, and year when you want students to start enrolling in your course. The default is the current date.

9. For Enrollment End Date, use the calendar to select the month, day, and year when you want students to stop enrolling in your course. The default is the date nine months from the current date.

10. For Course Start Date, use the calendar to select the month, day, and year when you plan to begin teaching the course. The default is the current date.

11. For Course End Date, use the calendar to select the month, day, and year when you want to close student access to your course.

   **Note:** When the course reaches its maximum end date of 15 months from the course creation date, it will enter into a 12-month course retirement phase. At the end of this phase, the course is flagged for deletion. Before any course is deleted, however, you will receive three email alerts reminding you that your course has been flagged for deletion. These email reminders will contain information on how to make a copy of your course for reuse after the original course is deleted.

   **Note:** Students will be unable to access this course beyond the maximum course end date of 15 months. As an instructor, however, you will have access to the course until it is deleted.

12. Click Create Course Now.

13. On the Confirmation - Request Received page, note the course ID. You need to communicate the course ID to students so they can enroll in your course. After the course is created, the course ID appears in the Courses area on the My CourseCompass page.

   **Note:** CourseCompass automatically assigns a course ID number. This number is not related to the course number assigned by your institution

14. Click Create or Copy Another Course to create another course, click Log Out to exit CourseCompass, or click Back to My CourseCompass to continue working in CourseCompass.

When CourseCompass finishes adding your course material, you receive an e-mail message. When you log in to CourseCompass, your new course appears in the Courses area on the My CourseCompass page.

**Notes:**

- Assessments that you copy from another course retain the same availability setting as in the original course.
- For information on integrating customized materials from the old course into the new one, see Integrating customized materials into an upgraded course.
- If you created a course from scratch (a Personal Edition) before the course materials for your textbook were published and now you want to add these materials to your course, you can upgrade your Personal Edition by following this procedure.

If you copy another instructor's course or one of your own, the copy history appears on the Course Details page:

**Created From:** Biology, 7e by Neil A. Campbell, Jane B. Reece

**Copied From:**

- Copy of Intro Bio: Joe ShabadooII (Course ID: User340964)
- Biology Course 101: Joe ShabadooII (Course ID: User029384)
- Introductory Biology through Applications: Geoffrey Akst, Sadie Bragg (Course ID: User456789)
Tip: When you copy an existing course that you created, the original course remains. You may want to delete the original course after the copy to avoid confusion.

Copying another instructor's course

Note: Before you can copy another instructor's CourseCompass course, that instructor must first make the course available for copying.

To create a course by copying another instructor's course:

1. Contact the other instructor to get the unique course ID for the course.
2. Click Create/Copy Course in the Courses area on the My CourseCompass page. (If this is your first course, click Create Your First Course instead.)
3. Click Copy a Course, then click Copy Another Instructor's Course.
4. Type the course ID for the course you want to copy, then click Go.
   A list of course components for the original course appears, with all components selected.
5. Deselect any course component you do not want to copy, then click Continue.
6. Type a course name and, optionally, a course description.
7. Select a course type: for most courses, select For Student enrollment. However, if you are creating a course to use as a template for other courses, select For Instructor use only. This type of course can be modified and copied and is not intended for student enrollment.
   Note: If you are creating a For Instructor use only course, the Course Enrollment Dates section is grayed out. Proceed to step 10.
8. For Enrollment Start Date, open the calendar by clicking in the Date field or clicking the calendar icon and select the month, day, and year when you want students to start enrolling in your course. The default is the current date.
9. For Enrollment End Date, use the calendar to select the month, day, and year when you want students to stop enrolling in your course. The default is the date nine months from the current date.
10. For Course Start Date, use the calendar to select the month, day, and year when you plan to begin teaching the course. The default is the current date.
11. For Course End Date, use the calendar to select the month, day, and year when you want to close student access to your course, or click the calendar icon and select a date.
   Note: When the course reaches its maximum end date of 15 months from the course creation date, it will enter into a 12-month course retirement phase. At the end of this phase, the course is flagged for deletion. Before any course is deleted, however, you will receive three email alerts reminding you that your course has been flagged for deletion. These email reminders will contain information on how to make a copy of your course for reuse after the original course is deleted.
   Note: Students will be unable to access this course beyond the maximum course end date of 15 months. As an instructor, however, you will have access to the course until it is deleted.
12. Click Create Course Now.
13. On the Confirmation - Request Received page, note the course ID. You need to communicate the course ID to students so they can enroll in your course. After the course is created, the course ID appears in the Courses area on the My CourseCompass page.
Notes:

If new course materials for the course you are copying are available or if the course materials for this course have been retired, CourseCompass displays the Copy Existing Course Notice page.

CourseCompass automatically assigns a course ID number. This number is not related to the course number assigned by your institution.

14. Click Create or Copy Another Course to create another course, click Log Out to exit CourseCompass, or click My CourseCompass to continue working in CourseCompass. When CourseCompass finishes adding your course material, you receive an e-mail message. When you log in to CourseCompass, your new course appears in the Courses area on the My CourseCompass page.
Setting up multisemester courses

Multisemester courses typically use the same textbook over two or more semesters. Students can sign up for a subsequent semester of a multisemester course without getting another student access code or making a payment.

Here is how the process works:

1. The instructor for the first semester creates a CourseCompass course and gives students the course ID.
2. Students register for and complete the course.
3. The instructor for the subsequent semester creates a course using the same textbook course from the CourseCompass course catalog and gives students the course ID.
4. The student signs up for the subsequent course from the Pearson Account Summary by following these steps:
   a. Go to https://register.pearsoncmg.com/userprofile and log in.
   b. Under the list of CourseCompass products, click Enroll in a Course.
   c. Enter the course ID for the new course and click Find Course.
   d. Confirm the course information and click Next.
5. The student clicks Enter Course Now to start using the new course.
MANAGING COURSES

Changing a course name and description

Note: You must have Instructor status to change the course name and description. Users with Section Instructor status are not allowed to make these changes.

To set or update the course name or description:

1. In the Courses area on the My CourseCompass page, click Details next to the name of the course you want to modify.
2. Click Course Settings on the right.
3. Click Course Name and Description.
4. Modify the name of your course in the Course Name box.
5. (Optional) Type a description for your course in the Description box.
6. Click Save.

Setting course dates

The course dates can be used to control course availability for students. When you create a course, the course start date is, by default, the creation date. You modify the ending date manually. You can later modify the period during which the course is available to students (the course is always active for the instructor). You can also modify the enrollment period, which by default matches the beginning and ending dates for the course.

For all the course dates (enrollment start, enrollment end, course start, and course end) the default dates that appear in the relevant fields can be changed.

Your course also has an expiration date, which is 15 months after the creation date. The end date you set cannot be later than this expiration date. When the course reaches its expiration date, it will enter a 12-month course retirement phase. At the end of this phase, the course is flagged for deletion. Before any course is deleted, however, you will receive three email alerts reminding you that your course has been flagged for deletion. These email reminders will contain information on how to make a copy of your course for reuse after the original course is deleted.

Note: You must have Instructor status to modify the course dates. Users with Section Instructor status are not allowed to make these changes.

For example, you might enable students to enroll in the course before the semester begins, but use the course dates to keep the materials unavailable to students until you have finished setting up the course. You can then change the course dates to make the course available to students.

To set course dates:

1. In the Courses area on the My CourseCompass page, click Details next to the name of the course you want to modify.
2. Click Course Settings on the right.
3. Click Course Dates.
4. For Enrollment Start Date, open the calendar by clicking in the Date field or clicking the calendar icon and select the month, day, and year when you want students to start enrolling in your course. The default is the current date.

5. For Enrollment End Date, use the calendar to select the month, day, and year when you want students to stop enrolling in your course. The default is the date nine months from the current date.

6. For Course Start Date, use the calendar to select the month, day, and year when you plan to begin teaching the course. The default is the current date.

7. For Course End Date, use the calendar to select the month, day, and year when you want to close student access to your course.

8. Note: Students will be unable to access this course beyond the maximum course end date of 15 months after creation. As an instructor, however, you will have access to the course until it is deleted.

9. Click Save.

### Setting the course entry point

When you click a course name on the My CourseCompass page, CourseCompass displays a page, such as the Announcements or course home page, by default. You can change this setting so CourseCompass displays one of the content areas or tool pages instead.

To set the course entry point:

1. In the Courses area on the My CourseCompass page, click Details next to the name of the course you want to modify, and click Course Settings on the right.

2. Click Set Course Entry Point.

3. In the Entry Point list, select the page you want CourseCompass to display when you click the course name on the My CourseCompass page.

4. Click Submit, then click OK.

Note: Depending on your browser settings, you may need to clear your browser's cache before the change takes effect. See your browser Help for instructions on how to clear the cache.

### Changing course appearance

You can control what the navigation buttons (course menu) that appear on the left side of the pages in your course look like. You can also change or remove the banner that appears at the top of the Announcements page.

- To change the appearance of the buttons in the course menu:

  1. In the Courses area on the My CourseCompass page, click Details next to the name of the course you want to modify.

  2. Click Course Settings on the right.

  3. Click Course Design.

  4. Click Course Design again. You should now see the Course Design page showing button images.

  5. Under Select Menu Style, select either Buttons or Text.
6. Under Select Style Properties, you can either select the button type, shape, and style for button navigation, or the background and highlight colors for text navigation.

7. Tip: Click Gallery of Buttons to quickly preview the button options and select one in a separate window. If you know the exact name of the button you want to preview, you can type its name in the Button Name box.

8. When you are finished making your selections, click Submit, then click OK.

- To change the banner:

  1. Click the course name on the My CourseCompass page.
  2. Click Control Panel.
  3. Click Settings under Course Options.
  4. Click Course Design.
  5. Click Course Banner. The current banner is shown at the top of the page.
  6. Click Browse. Locate and select the image you want to use, then click Open.
  7. Click Submit, then click OK. The new banner appears on the Announcements page.

**Allowing other instructors to copy your course**

You can allow other instructors to copy a course you have customized. You can enable and later disable this option. You can also view a record of who has copied your course and when the copy was made.

Note: You must have Instructor status to change this setting. Users with Section Instructor status are not allowed to set this option.

To allow other instructors to copy your course:

1. In the Courses area on the My CourseCompass page, click Details next to the name of the course you want to modify, and click Course Settings on the right.
2. Click Allow another instructor to copy this course.
3. Select Make available for copy.
4. Click Submit, then click OK.
HOW STUDENTS ENROLL

To enroll in a typical course, a student needs to have:

- Student access code, a valid credit card, or a PayPal account—Students get an access code with a new book purchase or by buying the code separately in a student access kit/card at the campus bookstore. Students can also buy access to a course online with a credit card or PayPal account while they are enrolling.
- Important: The student access code is nontransferable and can be used only once.
- Course ID—This number, which identifies your particular course, consists of your last name followed by five digits, for example, wong63229. You must give your students the course ID before they can enroll.
- Email address—The student's registration and enrollment confirmation will be sent to this email address. This address is also available to you, the instructor, for course-based communications.

A student who does not already have a Pearson account and is enrolling for the first time should follow the registration instructions on the home page of the CourseCompass website.

To assist these students, print the instructions and distribute them, along with the course ID for your course.

A student who already has a Pearson account performs steps 1 through 6 in Registering and Enrolling in a New Subject below to enroll in a new course.

To assist these students, copy the instructions to a document and distribute. You may want to enter your course ID in the space provided in step 3.

Note: Students who need to enroll in another course based on the same textbook as a current or previous course should go through their Pearson Account Summary to enroll. They do not need to use a new access code or make a payment. Direct these students to:

2. Under the list of CourseCompass products, click Enroll in a Course.
3. Enter the course ID received from the instructor of the new course, confirm the course information, and click Find Course.
4. If the student is prompted to provide an access code or purchase course access using a credit card, the course materials do not match the previous course. The student should contact the instructor.
5. Click Enter Course Now to start using the new course.

Registering and Enrolling in a New Subject

1. Go to http://www.coursecompass.com and click Register in the Students area.
2. Review the list of required items for enrolling in a course, and click Next.
3. Enter the course ID you received from your instructor for your new course, and click Find Course.
4. Course ID: _____________________________
5. Follow the instructions to either:
   6. Use a student access code or
   7. Purchase access online
8. Print the Confirmation page to keep a record of your registration and enrollment information, your login name, and the email address used for your account.
9. Click Log In Now to access your new course.

To use a student access code:

1. Verify the course information and click Access Code.
2. Enter your student access code and click Next.
3. Review the license agreement and click I Accept.
4. Indicate whether you already have a Pearson account:
   - If not, select No and follow the instructions to create your login name and password.
   - If you do, select Yes and enter your login information.
   - If you're not sure, select Not sure. Enter your email address and click Search. If you have an account, you will receive your login information by email, and you can change your selection to Yes. If you do not have an account, change your selection to No and create your login information.
   Click Next.
5. Enter or confirm the information requested on the Account information page:
   - Your name and an email address that you check regularly
   - School Location: Select your school country and, for schools in the U.S., enter the zip code. From the resulting list, select your school name. If it is not listed, select Other and enter school name, city, and state.
   - Security question: Select a question from the drop-down list; then enter the answer.
   Click Next.

To purchase course access online:

1. Click Buy Now.
2. Click the Buy button next to the course materials you want to buy. (You might see options with or without an online ebook, for example.)
3. Accept the license agreement.
4. Indicate whether you already have a Pearson account:
   - If not, select No and follow the instructions to create your login name and password.
   - If you do, select Yes and enter your login information.
   - If you're not sure, select Not sure. Enter your email address and click Search. If you have an account, you will receive your login information by email, and you can change your selection to Yes. If you do not have an account, change your selection to No and create your login information.
   Click Next.
5. Enter or confirm the information requested on the Account Information page:
   - Your name and an email address that you check regularly
   - School Location: Select your school country and, for schools in the U.S., enter the zip code. From the resulting list, select your school name. If it is not listed, select Other and enter school name, city, and state.
   - Security question: Select a question from the drop-down list; then enter the answer.
Click Next.
6. Enter your payment information (credit card or PayPal account and billing information). Click Continue.
7. Review your order and, when you are ready, click Place Order.

Note: For more help with registration, go to www.coursecompass.com and click Registration Help under Students. For help during registration, click the Video Tutorial link at the top of the registration pages.

**Sending e-mail to users**

When you either list or search for students (users), CourseCompass displays a range of information about those students, including e-mail addresses. Each e-mail address is a link that you can click to send a message. When you click an e-mail address, CourseCompass displays an e-mail message with the To field already filled in.

Students receive e-mail you send from CourseCompass in their regular e-mail program. Likewise, any replies they send back appear in your regular e-mail program.

To find a student (user) to whom to send e-mail, you can:

- List all students (users) in your course
- List students (users) assigned to a specific group
- Search all students (users) in your course
- Search students (users) assigned to a specific group

You will also see e-mail addresses as you add students (users) to groups or remove them from groups.

Note: You can also send e-mail from the Course Tools area in the Control Panel or by clicking Communication in the course menu.
USING COURSE TOOLS

CourseCompass includes a variety of tools that enable communication and collaboration in the online environment. Students use these tools by clicking Communication or Tools in the course menu.

Announcements

You can use announcements to post timely information that is critical to your course’s success, such as:

- Due dates for assignments
- Changes to the syllabus
- Corrections to course materials
- Addition of a quiz or test
- Exam schedules

Adding announcements

To add an announcement to a course:

1. Do one of the following:
   - Click the course name on the My CourseCompass page, click Control Panel, then click Announcements under Course Tools.
   - In the Announcements area on the My CourseCompass page, click Manage to the right of any existing announcement.

2. Click Add Announcement.
3. Under Announcement Information, type a message for the announcement.
4. Click one of the options for displaying the text:
   - Smart Text displays the text as it is entered, but converts URLs and e-mail addresses into links.
   - Plain Text displays the text exactly as it is entered, with no links.
   - HTML displays the text as you format it using HTML tags that you type in this box.

5. Under Options, click Yes if you want the announcement to appear permanently on the My CourseCompass and course Announcements pages. If not, indicate the range of dates in which to display the announcement to students:
   - Click the Display After box and then select the desired entries from the date and time boxes.
   - Click the Display Until box and then select the desired entries from the date and time boxes.

6. (Optional) Click Browse to link to course content, such as an assignment, item, or learning unit. Click the location to which you want to link, then click Submit.
7. Click Submit, then click OK.
Collaboration tools

CourseCompass provides two collaboration tools for instructors and students to communicate in real-time: the Virtual Classroom and Chat. You can use these tools to set up real-time online classroom discussions, extra-help sessions, and office hour question-and-answer forums. Your CourseCompass course contains two default collaboration sessions: a Virtual Classroom Lecture Hall and a Chat Office Hours session. You can filter or search for sessions, use these sessions "as is," modify these sessions, remove these sessions, or create new sessions.

You can create a recording of everything except private messaging that occurs during a Virtual Classroom or Chat session by recording it. Archives are saved by date; if two or more collaboration sessions occur on the same day, they are included in the same archive. You can create recordings, browse recordings, and remove recordings.

When working with either collaboration tool, consider the following:

- Virtual Classroom is a Java applet and therefore may take a few minutes to load into a browser window.
- To participate in a Virtual Classroom session, all participants (instructors and students) must have the Java plug-in. If the Java plug-in is not installed on your computer, it will automatically install from within CourseCompass when you join a Virtual Classroom session.
- Unlike the Discussion Board, collaboration sessions are synchronous (occur in real time). Be sure to notify students about a scheduled collaboration session to ensure attendance.
- Sometimes a collaboration session can be overwhelming if there are too many users. Consider dividing students into groups to keep the conversation manageable.
- You cannot print from within the Virtual Classroom Java applet. However, you can print an archive for a Virtual Classroom session by selecting File > Print from your browser's menu.

Creating collaboration sessions

To create a new collaboration session:

1. Click the course name for which you want to add a session on the My CourseCompass page.
2. Click Control Panel.
3. Click Collaboration under Course Tools.
4. Click Collaboration Session.
5. Accept or enter a new name in the Session Name box. The default name has this format: <courseID> <date> <time>.
6. (Optional) If you want to specify certain times and dates for the session to be available to students:
   a. Select the Start After box and then select the desired entries from the date and time boxes.
   b. Select the End After box and then select the desired entries from the date and time boxes.
7. Next to Available, select Yes to make the session available to students to view and participate in; select No to make the session unavailable to students.
8. Under Collaboration Tool, select either Chat or Virtual Classroom.
9. Click Submit, then click OK.
Modifying collaboration sessions

You can change a collaboration session name, availability to students, and even the tool to use for the session. For example, you may want to make the session unavailable to students as you become familiar with the tools.

To modify an existing collaboration session:

1. Click the course name on the My CourseCompass page.
2. Click Control Panel.
3. Click Collaboration under Course Tools.
4. Click Manage next to the session you want to modify.
5. (Optional) Enter a new name in the Session Name box.
6. (Optional) If you want to specify certain times and dates for the session to be available to students:
   - Select the Start After box and then select the desired entries from the date and time boxes.
   - Select the End After box and then select the desired entries from the date and time boxes.
7. Next to Available, select Yes to make the session available to students to view and participate in; select No to make the session unavailable to students.
8. Under Collaboration Tool, select either Chat or Virtual Classroom.
9. Click Submit, then click OK.

Creating recordings

As an instructor, you can record and archive Virtual Classroom and Chat sessions. Students cannot record these sessions, although you can allow students to review any archives you record.

To record a collaboration session:

1. Enter the Virtual Classroom or Chat session you want to archive.
2. Click the Start recording button at the top-right of the window:

   ![Recording Controls](image)

3. Enter a name for the archive, then click OK.
4. Use the recording controls to pause, stop, and insert bookmarks, as necessary.

   CourseCompass begins recording the session. You can later review the collaboration session recording.

Virtual Classroom

You can use the Virtual Classroom to set up real-time online classroom discussions, extra-help sessions, and office hour question-and-answer forums. You can use the Virtual Classroom toolbar to control or clear
the display, select the features available to passive and active users, end the session, or create small group discussions.

After you enter the Virtual Classroom, you can perform a variety of tasks, including:

- Managing a Virtual Classroom session, such as adding content, answering questions, and so on
- Using the whiteboard, such as by drawing or selecting objects

You can create a recording of everything except private messaging that occurs during a Virtual Classroom session by recording it. Archives are saved by date; if two or more collaboration sessions occur on the same day, they are included in the same archive. You can create recordings, browse recordings, and remove recordings.

**Entering Virtual Classroom sessions**

You can enter a Virtual Classroom session for the entire course or for a group you set up.

Note: The Virtual Classroom is a Java applet and may take a few minutes to load. In addition, the Java plug-in must be installed on your computer.

- To enter a Virtual Classroom **for the entire class**:
  1. Click the course name on the My CourseCompass page.
  2. Do one of the following:
     - Click Control Panel, then click Collaboration under Course Tools.
     - Click Communication in the course menu, then click Collaboration.
  3. Click Join next to the session you want to enter.

A Virtual Classroom session opens in a separate browser window.

To leave the Virtual Classroom, click End in the toolbar at the top of the window.

Note: To end the session and remove all the participants, click Controls in the toolbar at the top of the window, select End session and expel all users, then click OK three times.

**Using the Virtual Classroom toolbar**

The Virtual Classroom toolbar appears at the top of the Virtual Classroom window.

- Click View to specify whether private messages should appear in the same or a different window.
- Click Controls to specify which features to make available to active participants and to passive participants. You can also end the session, removing all the users from it.
- Click Clear to clear your display only or the display of every user.
- Click End to close the current Virtual Classroom session.
- Click Breakout to select participants to include in a separate discussion within the session. Users in a breakout discussion are still active in the main Virtual Classroom session.
Chat

Chat sessions are real-time online text-based discussions. The chat area is part of the Virtual Classroom, but can also be accessed on its own without the rest of the features that make up the Virtual Classroom. You may choose to discuss a particular topic in class or as an office hour question-and-answer forum.

You can create a recording of everything except private messaging that occurs during a Chat session by recording it. Archives are saved by date; if two or more collaboration sessions occur on the same day, they are included in the same archive. You can create recordings, browse recordings, and remove recordings.

Discussion Board

The CourseCompass Discussion Board lets you and your students communicate asynchronously (at different times) about course-related issues.

You can:

- Add, modify, and remove forums
- Change the order in which forums appear
- Participate in a forum
- Use Discussion Board archives

Calendar

CourseCompass provides a calendar for each course you teach.

Adding events

To add a calendar event:

1. Click the course name on the My CourseCompass page.
2. Click Control Panel.
3. Click Calendar under Course Tools.
4. Click Add Event.
5. Under Event Information, type a title for the event.
6. (Optional) Type a description for the event.
7. Click an option for displaying the text:
8. Under Event Time, click the arrows next to Date to select the month, day, and year on which the event will occur.
9. Next to Start Time and Event End Time, select the hour, minute, and part of the day when the event will begin and end, respectively.
10. Click Submit, then click OK.

Glossary

You can use the Glossary Manager to create and edit a course glossary, which your students can use to view definitions of course terminology. You can download a course glossary to your computer as a .csv
(Comma-Separated Value) file. The downloaded file can then be edited with an application such as Microsoft Excel. You can also upload a glossary .csv file into any of your courses.

**Creating glossaries**

You can use the Glossary Manager to create and edit a course glossary, which your students can use to view definitions of course terminology.

To create a course glossary:

1. Click the course name on the My CourseCompass page.
2. Click Control Panel.
3. Click Glossary Manager under Course Tools.
4. Click Add Term.
5. Type a glossary term and definition.
6. Click Submit.
7. To add another glossary entry, click Add Another Term. Otherwise, click OK.

**Uploading glossaries**

You can upload a glossary .csv (Comma-Separated Value) file from your computer into CourseCompass.

To upload a course glossary:

1. Click the course name on the My CourseCompass page.
2. Click Control Panel.
3. Click Glossary Manager under Course Tools.
4. Click Upload Glossary.
5. Under Specify Upload File, click Browse, locate the .csv file that contains the glossary, then click Open.
6. Under Upload File Options, specify whether you want to add the new terms to the existing course glossary, or replace the existing glossary with the new file.
7. Click Submit, then click OK.
USING THE HOMEWORK/TEST MANAGER

The Homework/Test Manager lets you create and manage your assignments and custom exercises. You can create or edit homework, tests, quizzes, and offline items that represent work your students do offline. Students’ results from these assignments appear in the Gradebook.

Using assignment management tools

The toolbar at the top of the page lets you create assignments and provides additional functionality.

- Create Assignment - Shows a dropdown list from which you can select one of the following assignment creation options:
  - Create Homework
  - Create Quiz
  - Create Test
  - Add Offline Item (Create an entry for work that students do offline, such as class participation or special projects.)
  - Import/Copy assignments from another course
  - Create Custom Exercise - For math courses, this option opens the MathXL Exercise Builder.

You can perform certain functions on multiple assignments at one time using these buttons and dropdown menu in the toolbar:

- Change Dates & Assign Status - Lets you change start and end dates for assignments and assign or unassign them.
- Set Prerequisites - Lets you specify an assignment that must be completed before another can be started.
- More Assignment Tools - This dropdown menu lists additional functions you can perform on multiple assignments at one time:
  - Delete Assignments
  - Reorder Assignments
  - Change Categories
  - Change Assignment Settings
  - Create Custom Exercise - For math courses, this option opens the MathXL Exercise Builder. For economics courses, this option opens the Econ Exercise Builder. The option is not available for finance and accounting courses.

Sample Homework

Sample homework includes all the questions available for each section in your course. Sample homework is only available to students if you copy and assign it. Once you copy a sample homework assignment, you can edit the assignment to add, remove, and re-order questions if you choose.

To access sample homework, go to the Homework/Test Manager and click Homework to view only homework assignments. Sample homework appears in its own section of the page, below the instructor-assigned homework.
Sample Tests

Your course provides at least one sample test per chapter. Sample test questions are drawn from the online bank of test items, which is the same test bank you use to create your own tests and quizzes. Sample tests are available to your students by default, but you can click Set Availability to specify whether the sample tests are available. (See Setting the availability of sample tests for details.)

To access sample tests, go to the Homework/Test Manager and click the Quizzes & Tests filter button to view only quizzes and tests. Sample tests appear in their own section of the page, below the instructor-assigned tests. Students access sample tests by selecting the Quizzes & Tests view of the Homework and Tests page.

Students can take sample tests to check their understanding of the course material and to prepare for assigned tests and quizzes. Students' Study Plans are updated based on their performance on sample tests as well as instructor-assigned tests and quizzes. However, sample test results do not count towards the students' averages.

You can assign a sample test to students, but you must first copy and assign it. Once you copy a sample test, you can edit the test to add, remove, and re-order test questions if you choose.

Printing assignments

You can print an assignment. If they are algorithmic, the questions on the printout have different values than the online assignment. Each time you print the assignment, the questions and answers are regenerated.

You can also print a student's completed assignment from his or her Results page.

To print an assignment:

1. Go to the Homework/Test Manager.
2. Select Print from the Action dropdown list for the assignment, and then click Go.
   
   The Print Settings window is displayed.
3. (Optional) Enter a unique name for this version of the assignment and answer key. This name will be printed on the assignment.
4. Select print answers on separate sheet to print the answers at the end of the assignment, or select print answers after each question to print the answers in place.
5. For a test or quiz, check Scramble question order if you want the questions to be randomly ordered in the print out.
6. Click Print. You may need to wait briefly while the assignment is compiled for printing.
7. Click the Next and Previous buttons to navigate from page to page in the assignment.
8. Click Select Printer to change which printer to use, if necessary, and then click Print to print a copy of the assignment.

Creating or copying an assignment

The Assignment Creation wizard lets you create new homework, quizzes, and tests.
To create an assignment, go to the Homework/Test Manager and select how to create your assignment. You can:

- Copy and edit a sample assignment.
- Create your own assignment by choosing questions from the online test bank.

After you choose how to create your assignment, the Assignment Creation wizard helps you set up the assignment.

**Step 1: Start**

*Gradebook Category* - Shows the Gradebook category you selected for the assignment you want to create or copy. You can change a test to a quiz and vice versa.

*Name* - Enter a name for the assignment.

If you are creating a test or quiz, choose one of the following methods:

- **Create using the online test bank** - Click this option to create an assignment from scratch, using the publisher questions available in your course and any custom exercises you have created. In some courses, TestGen questions are also included in the test bank.
- **Upload an existing test created in TestGen** - Click this option to upload a TestGen test into your course.

These options do not appear when you are copying and editing a sample test.

To go to the next page of the wizard, click **Next** on the lower right or click **step 2** in the banner at the top of the page.

**Step 2: Add/Review Content**

In step 2 of the wizard, you select questions to add to your assignment or review and make changes to existing content.

**Specifying which questions are included in the Available Exercise list**

- **Show publisher exercises** displays all the pre-defined questions available for your textbook for the chapter, section, and/or objective you selected.
- **Show custom exercises (+)** for this book displays any custom exercises you created and associated with the textbook used in the course that are available for the selected chapter, section, and objective. This option is not available for finance and accounting courses.
- **Show other custom exercises (+)** displays exercises you have created for other textbooks or that have no textbook association. You can click Refine Selection to display only those custom exercises that meet criteria you specify. This option is not available for finance and accounting courses.
- **Show additional test bank exercises** displays questions that come from the TestGen test bank. These questions have been converted so they run natively in the player that comes with your course, rather than requiring the TestGen plug-in. This option is not available in some courses.
- **Show sample homework questions** displays "bookmatch" and "practice" homework questions for accounting courses. See Selecting accounting questions for details.
Viewing and adding questions to the assignment

Check the individual questions you want to include in your assignment or click the Question ID box to select all the questions in the list. When you have selected your questions, click Add to add them to your assignment. You can select a question you have added and click Remove to delete it from the assignment.

**Icons** help to identify certain types of questions: paper icon (📝) for essay questions, graph icon (📈) for graphing questions, (tb) for questions from the TestGen test bank, and so on.

**My Selections** - Questions you have added to your assignment appear in this list. For each question, you see its number on the test (for example, 1, 2, 3,...), its question ID (for example, 3.5.23), the associated book objective or section, and a default point value.

To select all the questions in the list, click the Question ID box. To change the point value for a question, enter a new value in the text box provided. In some courses, questions have fixed point values.

Some questions require students to enter a number of responses and partial credit is given for each correct response. So if a question is worth 10 points and requires 5 responses, each response is worth 2 points. If you change the point value of the question, the value credited for each correct response is changed proportionally. So, using the preceding example, if you change the value of the question from 10 points to 7 points, each response is worth 1.4 points.

**Pooling options** - To increase the variation of questions on tests or quizzes, you can create question pools. A question pool contains multiple exercises that are associated with a single question on the test. When a student opens a pooled question on the test, he or she sees only one of the exercises contained in the pool. You can enable pooling for your test by clicking the Pooling options link at the top of the My Selections list.

**View exercise/question details** - Click this link at the top of the My Selections list to view a list of the questions in your assignment.

Previewing the assignment and making changes

**Preview & Add** - Click this button to preview all the available questions and add the ones you want to your assignment. Alternatively, check only the questions you want to preview before clicking Preview & Add.

**Preview & Remove** - Preview & Remove works just like Preview & Add except that items are removed from, rather than added to, the assignment. Also, you cannot change the number of points awarded for the question from Preview and Remove mode.

**View Student Homework/Test/Quiz** - Click this button to see the assignment as your students see it.

"up arrow" or "down arrow" - Check one or more questions under My Selections, then click these buttons to move the selected questions one position at a time.

**Sort All** - Click this button to order the questions by ID in ascending order. If you are using question pooling for a test or quiz, pooled exercises are grouped together.

"trash can" - Check one or more questions under My Selections, then click this button to delete them from your assignment.
To go to the next page of the wizard, click Next on the lower right or click step 3 in the banner at the top of the page.

**Step 3: Choose Settings**

In step 3 of the wizard, you choose settings for your assignment, such as start and end dates. The wizard shows different settings depending on the type of assignment you are creating or copying:

Click **Save** to save your assignment without making it available to students. Or click **Save & Assign** to save it and make it available to students. Students will see the assignment on the start date you specify.

The assignment is added to the end of the assignment list on the Homework/Test Manager page. You can reorder assignments in the list. By default, the assignment has a weight of 10 points. You can change the assignment weight from the Gradebook.

**Importing assignments**

The Import Assignments wizard lets you import assignments from another course into your current course. You can import assignments from your own courses or from courses taught by other instructors.

Only assignments marked as "Allow others to import" may be imported from other instructors.

If you import assignments from courses that use a previous edition of your textbook or a related book with similar coverage, only questions that exactly match your current textbook will be imported. These matching questions are renumbered to match your current textbook.

To access the Import Assignments wizard:

1. Go to Homework/Test Manager.
2. From the Create Assignment dropdown menu, select Import/Copy Assignments from another course.

**Start**

This step appears in the wizard only when your textbook questions can be matched with another edition of the book or a similar book. You can choose:

- Import assignments from other courses using this book
- Convert and import assignments from courses using a previous edition of this book or related books with similar coverage.

**Select Import Options**

In this step, select the source of the assignments you want to import. The options vary depending on whether you are importing from the same book or from a different edition or related book with similar coverage.

If you are importing from the same book, you can choose:
Assignments from your own courses - Imports assignments from your own courses.
Assignments from other instructors’ courses at [your institution] - Imports assignments from courses taught by other instructors at your school.
Assignments from instructors at ... with this log-in - Imports assignments from instructors at other schools. This option appears only when you are importing from the same book.

Using question pools in tests

When you create a test, you can increase the variability of questions by using question pools.

What is a question pool?

A question pool is a group of exercises that are associated with a single question on a test. When students do the question on the test, they are randomly presented with one of the exercises from the pool. If your test also includes questions with algorithmic values, pooling greatly reduces the chances of two students seeing the same question with the same values.

Note: Tests that contain pooled questions are not included in the Performance by Chapter view in the Gradebook. (See Viewing class performance by chapter for details on this Gradebook view.) Also, you cannot see an item analysis for a test with pooled questions.

Creating question pools

To create a question pool for your test:

1. In step 2 of the Assignment Creation wizard, click Pooling options at the top of the My Selections list.
2. Pooling is not available for courses using older players. The Pooling options link does not appear if pooling is not supported for the player used in your course.
3. In the Pooling Options window, select Enable question pooling and click OK.
4. The Pool and Unpool buttons appear beneath the Add and Remove buttons in the content area.
5. Create your pooled questions in one of the following ways:
   - From the Available Exercises list, select the exercises to pool into your first question and click Pool. Repeat this process for each group of exercises that you want to pool into a question.
   - From the Available Exercises list, add all the exercises you want to use on your test to the My Selections list. Then select the exercises you want to group into a question pool and click Pool.

You can add the same exercise to multiple pools.

After you have created question pools, your My Selections list will look similar to this:
The question pools are separated by a different color band, for easy scanning.

**Choosing assignment settings for homework**

To choose homework assignment settings in the Assignment wizard:

1. Go to the Homework/Test Manager page:
   - To choose settings for a new assignment, click Create Assignment and select Create Homework. Follow the Assignment Creation wizard until you get to step 3.
   - To edit settings for an existing assignment, select Settings from the Action dropdown list for the assignment and then click Go to open Step 3 of the Edit Homework wizard.

2. Choose assignment options as needed.
3. Click Save to save the assignment or Save & Assign to save it and make it available to students.

**Homework assignment options**

Set options that determine when students can access the assignment:

- **Available and Due** - The date and time when the assignment becomes available to students and when the assignment is due. Beyond the due date, students can review the assignment but can only do additional work for credit if you allow them to.
- **Time Zone** - Time zone settings affect when students can access homework assignments. For example, if you set 5:00 PM as the due time for an assignment using Eastern Time settings, a student in California cannot access the assignment after 2:00 PM Pacific Time.
- **Allow students to continue to work and change score after due date** - Check this option if you want to leave the assignment available to students beyond the due date.

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<th>ID</th>
<th>Objective</th>
<th>Points on test: 3</th>
</tr>
</thead>
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<td>Section 3.1: Markets and Prices</td>
<td>1</td>
</tr>
<tr>
<td>2</td>
<td>3.1.2</td>
<td>Section 3.1: Markets and Prices</td>
<td>1</td>
</tr>
<tr>
<td>3</td>
<td>3.1.3</td>
<td>Section 3.1: Markets and Prices</td>
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<td>Section 3.1: Markets and Prices</td>
<td>1</td>
</tr>
</tbody>
</table>
• **Require password after due date** - If you allow students to work on the assignment for credit beyond the due date, you can also check this option and specify a password they must enter to continue working. (Students can always review the assignment without getting credit.)

• **Chapter associations** - The assignment is automatically associated with chapters based on the questions it contains. If the assignment has no chapter association, it is associated with Chapter 1 by default. When an assignment includes questions from multiple chapters, it is displayed only with the last chapter covered when the assignment list is filtered by chapter.

**Prerequisite Control**

Allow students conditional access to the assignment:

**Presentation Options**

Select options that determine how questions are shown to students:

• **Save Values** - Check this option if you want to preserve question values and student answers so that, each time the student returns to the assignment to either continue work or review it, the values and answers are saved. The question values only change when the student decides to try again with a similar question. Students can also print the assignment and return to it later to enter the answers online. If you uncheck this option, then each time students return to a question they will see new, algorithmically generated question values.

• **Printing** - Check this option to allow students to print this assignment.

• **Learning aids** - Select the learning aids you want to be available to students when they work on the assignment. Click Change to open a window where you can uncheck any learning aids that you want to hide from students. The available learning aids are determined by the course settings. Scoring Options

Select options for how the assignment is graded:

• **Partial Credit** - Check this option to allow partial credit to be awarded on multi-part questions. Partial credit is not available in older math courses.

**Choosing assignment settings for tests and quizzes**

When you create a test or quiz, you choose assignment settings, such as start and end dates and review options. You can later edit the test and change these settings.

To choose assignment settings in the Assignment wizard:

1. Go to the Homework/Test Manager page.
2. To choose settings for a new test or quiz, click Create Assignment and select Create Test or Create Quiz. Follow the Assignment Creation wizard until you get to step 3.
3. To edit settings for an existing test or quiz, select Edit from the Action dropdown list for the test or quiz and then click Go to launch the Assignment Edit wizard. Click step 3, Choose Settings in the wizard banner.
4. Choose assignment options as needed.
5. Click Save to save the test or Save & Assign to save it and make it available to students.
Test and quiz assignment options

Availability Options

Set options that determine when students can access the test:

- **Available and Due** - The date and time when the test or quiz becomes available to students and when students can no longer enter it or continue taking it.
- **Time Zone** - Time zone settings affect when students can access tests. For example, if you set 5:00 PM as the due time for an assignment using Eastern Time settings, a student in California cannot access the test after 2:00 PM Pacific Time.
- **Chapter associations** - The test is automatically associated with chapters based on the questions it contains. If the test has no chapter association, it is associated with Chapter 1 by default. By default, when a test includes questions from multiple chapters and the assignment list is filtered by chapter, the test is displayed only with the last chapter covered.

Access Controls

Set options for how and when students can access the test:

- **Password** - Check this option if you want to require students to enter a password to gain access to the test. Specify the password in the text box provided. This option is useful when tests are taken in a proctored setting.
- **Prerequisite** - Specify a prerequisite assignment if you want students to complete another assignment before starting this test. You also can specify the minimum score that students must get on the prerequisite assignment.
- **Number of Attempts** - Check this option if you want to limit the number of times students can take this test before the due date. Then enter the number of test attempts you want to allow. If you do not check the option, students can take the test an unlimited number of times before the due date.
- **Incomplete Attempt** - This option determines how students can resume an interrupted test:
  - **Students can access and continue.** Select this option if you want students to resume taking the test on their own.
  - **Instructor must enable access.** Select this option if you want more control over student access to the interrupted test. Then, select one of these two additional options:
    - **Restricted Access** requires students to get your permission to re-enter the test.
    - **Blocked Access** prevents students from accessing any other assignments or questions in the course while taking the test. If the test is interrupted, you must explicitly permit students to re-enter the test. Until you allow them back into the test, students have no access to any other assignments or questions.

Presentation Options

Select options that determine whether the test is timed and how questions are shown to students:

- **Time Limit** - Check this option and specify the time limit in minutes if you want to limit the amount of time students have to complete the test.
- **Show time remaining during test** - If you set a time limit, you can also check this option if you want the elapsed time to be displayed in the test player during the test.
- **Question Display** - Check any of these options:
• **Scramble exercise order for each student** randomly orders the questions each time the test is taken.

• **Shuffle answer options** randomly orders the options in multiple choice questions. This option applies to TestGen tests only.

• **Randomize variables** substitutes different values for questions each time the test is opened. This option applies to TestGen tests only. The online questions are algorithmically generated by default.

• **Learning aids** - Select the learning aids you want to be available to students when they work on the test or quiz. Click Change to open a window where you can check any learning aid that you want to display to students. The available learning aids are determined by the course settings. Check Show in Review mode only to make the selected learning aids appear only when students are reviewing their work on the assignment.

**Review Options**

Select conditions for test review:

• **Reviewing Test** - Select one of these reviewing options:

  • **Student can review test any time after submitting** lets students review the test any time after they take it.
  • **Student can review test only immediately after submitting** lets students review the test immediately after taking it. Students cannot review the test again at a later time.
  • **Student can review submitted test any time after due date** lets students review the test after it is no longer available for them to take.
  • **Student can never review submitted test** prevents students from reviewing the test at any time.

• **Answer display** - Select one of these options, for TestGen tests only:

  • Only show student's answers when reviewing
  • Show student's and correct answers when reviewing

• **Print** - Check this option if you want to allow students to print the test questions and answers when reviewing. This option is not available in certain courses.

**Scoring Options**

Select options for how the test is graded:

• **Partial Credit** - Check this option to allow partial credit to be awarded on multi-part questions. This option is not available in certain courses nor for TestGen tests.

**Setting prerequisites for assignments**

You can specify a homework assignment, test, or quiz students must complete before they can work on another assignment. If you designate a minimum score on the prerequisite, students will not be able to access the other assignment until they achieve that score. Your students will see the prerequisite information on the Homework and Tests page.
To set prerequisites:

1. Go to the Homework/Test Manager.
2. Select Set Prerequisites from the More Assignment Tools dropdown list in the tool bar.

The Set Prerequisites page lists all the instructor-created assignments in the course. The buttons in the bar at the top of the page let you filter the assignment list:

- Show All - Lists all assignments. This view is selected when you navigate to the page.
- Homework - Lists only homework assignments.
- Quizzes & Tests - Lists only quizzes and tests.

The following information is shown for each assignment. Omitted assignments appear in gray type.

- Prerequisite Item - From this dropdown list, select the assignment you want to designate as the prerequisite. Assignments appear in this list even if they have not been assigned.
- Minimum Score (Optional) - Enter the minimum score, as a percentage, that students must earn to satisfy the prerequisite.
- Assignment Name - Displays the name of the assignment.

Review Due Dates & Assign Status - Click this link to the Prerequisite Details page, which shows a summary of the prerequisites you have set. Check the information on this page to make sure your prerequisites are available to students before the assignment due date.

Update - Click this button when you have finished setting prerequisites.

Cancel - Click this button to leave the page without making changes.

About TestGen tests

You create TestGen tests outside of your course using the TestGen application. You can then upload the TestGen test to your course, add it to the Test or Quiz category, and assign it. Students’ performance on TestGen tests updates their Study Plan, as do tests and quizzes you create inside your course.

To use TestGen to create tests and quizzes and then view them in your course, you need the following items:

- The version of the TestGen plug-in that is appropriate for your operating system, which allows users to take tests and quizzes created with TestGen. You can make sure you have the appropriate version and download the plug-in by running the Browser Check or Installation Wizard.
- The version of the TestGen application that is appropriate for your operating system, which lets you create a test or quiz using the TestGen bank of test items. To install this application, click the download software link on the Start page of the Assignment Creation Wizard, with Upload a TestGen test selected.
- The test bank for your textbook. To obtain the test bank for your course, click the download from the catalog link on the Start page of the Assignment Creation Wizard, with Upload a TestGen test selected. Alternatively, you can contact your sales representative to receive the test bank for your book on CD-ROM.
Uploading TestGen tests

You create TestGen tests using the TestGen application. You then upload them into your course using the Assignment Creation wizard.

To launch the wizard and upload a TestGen test:

1. Go to the Homework/Test Manager.
2. Click Create Assignment and select the option you want from the dropdown list: Create Quiz or Create Test.

The Assignment Creation wizard has three steps that are described in the sections below.

Step 1: Start

In step 1 of the wizard, you define your test and select the Select the Upload a TestGen test option. Additional information appears on the page:

- download software - Click this link if you need to download the TestGen application, where you create TestGen tests.
- download from the catalog - Click this link if you need to download the TestGen test bank for your textbook.

To go to the next page of the wizard, click Next on the lower right or click step 2 in the banner at the top of the page.

Step 2: Upload TestGen Test

In step 2 of the wizard, you upload the TestGen test from your computer's hard drive to your course:

1. Click Browse. Then, in the Choose File window, navigate to the directory that contains the TestGen file you want to upload.
2. Select the name of the file, and click Open. The name of your file, with its path on your computer, appears in the Browse text box.

To upload the test and go to the next page of the wizard, click Next. The wizard moves to step 3.

Step 3: Choose Settings

In step 3 of the wizard you choose assignment settings for the test.

Click Save to save your test without making it available to students. Or click Save & Assign to save it and make it available to students. Students will see the test on the start date you specify.
USING THE GRADEBOOK

The Gradebook lets you view student results on tests, quizzes, homework, Study Plan questions, and Other items. You can view results for the whole class and for individual students.

Accessing Gradebook functions

The toolbar at the top of the page gives you access to the following functionality:

- Export Data - Export information from the Gradebook to a .csv file that can be read by a spreadsheet application such as Microsoft® Excel. You can choose:
  - Quick Exports - Takes you to the Quick Export page, where you can generate quick reports on assignment categories (homework, tests, and so on) or student averages.
  - Advanced Exports - Takes you to the Advanced Export page, where you can generate complex reports that can include raw scores in points, Study Plan results, time spent on assignments, the date worked, the last login dates, and so on. You also can export data for all categories at once. Because advanced exports can take some time to generate, they are compiled offline and you get an email when your exported report is ready.
  - Retrieve Advanced Exports - Takes you to the Retrieve Advanced Exports page, where you can download advanced exports when they are ready.

- Manage Incompletes - Submit a score of zero for assignments that students have not completed.
- Change Weights - Choose whether calculations of overall scores are based on weighted Gradebook categories or on individual assignments.
- Edit Roster - View students' status in the course, add student IDs, and remove students from the roster.
- More Gradebook Tools - This dropdown menu provides additional Gradebook options:
  - Add Offline Items - Create Gradebook entries for work that students do offline.
  - Enable Access to Incompletes - Allow students to resume work on a restricted test when the test-taking session is interrupted.
  - Delete Results - Delete all students' results for one or more assignments.
  - Drop Lowest Scores - Omit one or more lowest scores on homework, tests, quizzes, or Other assignments for your entire class.
  - Omit Assignment Results - Omit all students' results for one or more assignments or include results you omitted earlier.
  - Import Previous Results - Transfer a student's results from one course to another.
  - Manage Offline Items - Edit the Gradebook entries for work that students do offline.
  - Clear Study Plan - Clear a student's Study Plan and sample test results.
  - Add/Edit Student IDs - Enter, upload, or edit student IDs that appear in your Gradebook and class roster.
  - Search/Email by Criteria - Send email to all students in your class or use performance criteria to search for selected students (for example, those with averages of less than 70%) and email only these students.
  - Set Scoring Options - Set options for how scores and averages are calculated and displayed.
  - Show/Hide Assignments - Hide selected assignments in the Assignments view of the Gradebook or show assignments that you hid earlier.
Changing Gradebook views

The Gradebook Views area of the page lets you choose how to view your students’ results:

- All Assignments - Shows each student's results on all assignments.
- Overview by Student - Shows each student's average score on assigned tests, quizzes, homework, Other work, and Study Plan work.
- Study Plan - Shows each student's results for all the Study Plan questions in a selected chapter or in the whole course.
- Performance by Chapter - Shows the class scores on assigned tests, quizzes, homework, and Study Plan work for a specific chapter or section of the course.

Viewing Gradebook data in the class roster

The Class Roster lists all the students enrolled in your course. Students with Inactive status appear at the bottom of the list in gray type.

You are automatically enrolled in your course as an inactive student, so your scores are not included in the class average. You can include your averages in the class averages by using the Set Scoring Options page to make yourself an active student.

To limit the number of students that appear at one time, click the alphabetic range links above the roster. For example, click A - E to view only students whose last names begin with the letters A through E. Click the All Students link to see all student names again.

Click a student name to view the Results page for that student.

Reviewing student work

You can review a student's work on an online assignment.

To review an assignment:

1. From the Gradebook, click a student's name to see his or her Results page. Assignments you can review have a Review link next to the assignment name.
2. Click Review for the assignment you want to review.

   - If you are reviewing a homework assignment, the Homework Overview appears. Click a question link to launch the player in homework mode and display the question.
   - If you are reviewing a test, the player launches in test mode and shows the first question.

The player shows the correct answer. If the student answered incorrectly, you can position your mouse cursor over the correct answer to see the incorrect answer that the student entered.

To add or edit comments on the student's work, click Add Comment in the learning aids palette. This option is available only in courses using the v2 player. See Commenting on student work for details.
Commenting on student work

In most courses, you can append comments to individual questions when you review a student's homework or tests. Students see your comments when they review their work.

To add or edit a comment on a question:

1. From the student's Results page, click Review for the assignment that contains questions you want to comment on.
2. If you are reviewing a homework assignment, click the question in the Homework Overview. If you are reviewing a test, navigate to the question.
3. Click Add Comment in the learning aids palette when you are viewing a question that you want to comment on.
4. The Add Comment window appears.
5. Type your comment in the text box. If you have already commented on the question, your previous text is shown and you can edit it.
6. Click Save to append your comment to the question. Click Delete to remove a comment.

When students review a test or homework in the player window, they can read your comment by clicking the View Comment button next to the question-and-answer area. The first time that your student reviews the question, your comment pops up in a new window. In addition, the Review Homework, Homework Overview, and Test Overview windows display the comment icon ( ) next to any question that you commented on.

Note: You can add comments on student work only in courses using the v2 Player. See About players for details.

Using item analysis

You can use item analysis to generate data that shows how your students are performing on their work.

You can analyze assignments to see how all your students performed on the questions or you can analyze how an individual student performed on the questions in an assignment.

Analyzing results by assignment

To analyze results for an assignment, go to the All Assignments view in the Gradebook and click the icon next to the assignment you want to analyze. The assignment view of the Item Analysis page opens. On this page, you can:

- See a summary of how your entire class did on an assignment and export this information into a .csv file.
- Export a .csv file that shows how each student in the class did on each question in an assignment. For homework, you can see the number of attempts on each question.

Analyzing results by student

You can analyze individual student results in two ways:

- How an individual student scored on each question in an assignment
To analyze this information, go to the student's Results page and select Item Analysis from the dropdown list for the assignment. The Item Analysis page opens and shows how the student did on each question in the assignment.

- How an individual student did on different attempts at the questions in an assignment.

To analyze this information, go to the All Assignments view in the Gradebook and click the student's score for the assignment. The Results Data Analysis page opens. From this page, you can view all the attempts the student has made on a test or see their homework results and the number of attempts they made on each question in the assignment.

**Weighting results**

The Change Weights page lets you manage how Gradebook categories and individual assignments are weighted to calculate student results. From this page, you can also omit student results on specific assignments.

To get to the Change Weights page, go to the Gradebook and click Change Weights from the tool bar, or select Omit/Include Results from the More Gradebook Tools dropdown menu.

You can select one of the following options:

- **Category and Assignment Weighting** - Categories are weighted relative to one another and assignments are weighted within each category. This option is selected by default.

  When a category weight is set to zero, the category is removed from the Overall Score page and appears in gray type in the Overview by Student Gradebook view.

- **Assignment Weighting Only** - Assignments are weighted relative to other assignments only. Category weights are not used in the calculations.

  When you select this option, the Study Plan weight is set to zero.

In the Category Weighting section of the page, you can assign a weight, in points, to a category. If you chose Assignment Weighting Only, this section is grayed-out.

In the Assignment Weighting table, you can change the weight of individual assignments. The table shows the following information:

- **Ch.** - The chapters covered by the assignment.
- **Assignment** - The assignment name.
- **Category** - The Gradebook category for the assignment: H for Homework, Q for Quiz, T for Test, and * or O for Other.
- **Assignment Weight** - Enter a new weight, in points, in the text box. If you set the assignment weight to zero, the Omit Results box is checked, and results for the assignment are excluded from the overall score calculations.
- **If you selected the Category and Assignment Weighting option and you are viewing assignments for a specific category, the Assignment Weight column also shows the assignment's contribution to the category average, relative to the other assignments in the category.**
• Percent of Overall Score - When you change an assignment weight, this column updates to show the assignment's updated contribution to the overall score.
• Omit Results - Check this box to omit all student results for this assignment. Omitted results do not count toward the overall score, and assignments with omitted results appear in gray type on this page, in the Gradebook, and on the students' Results pages. You can return to this page and un-check the Omit Results box to re-include the results.

You can omit results for individual students from their Results page.

Update - Click this button to update category and assignment weights and to omit results for any assignments you selected. A confirmation message is displayed once your settings have been updated.

Cancel/Done - Click this button to leave the page without making any changes or to leave the page after updates have been made.

Note - If you are using course groups, a green diamond appears beside coordinator-created assignments in member courses. Changes you make in a coordinator course (for example, changing assignment weights) will be inherited by member courses in the course group.

**Dropping lowest scores**

The Drop Lowest Scores page lets you omit the lowest scores for homework, tests, quizzes, or Other assignments for your entire class. You can choose to drop up to five lowest scores for each Gradebook category.

The best time to drop lowest scores is after your course ends. Lowest scores are based on student results at the time when you drop the scores. Future scores are not considered until you drop lowest scores again. If you drop lowest scores more than once in a semester, any previously dropped scores that are no longer the lowest will be restored.

To access the Drop Lowest Scores page, go to your Gradebook and select Drop Lowest Scores from the More Gradebook Tools dropdown list.

To drop the lowest scores:

1. For each Gradebook category in which you want to drop scores, select the number of scores to drop from the Lowest scores to drop dropdown list.
2. Click Drop Lowest Scores.
3. Click Cancel/Done to return to the Gradebook.

When you or your students review their results, you see low score in the results table for each score that has been dropped. You can move your mouse pointer over this label to see when the score was dropped.

To drop lowest scores for all the member sections in a course group, the owner of the coordinator course can set what scores to drop in the coordinator course. This change is then applied to all the member courses. (See the topics in the section "Managing course groups" for more information on working with coordinator and member courses in course groups.)
Submitting zeros for incomplete work

The Manage Incompletes page lets you submit zeros on assignments students have not completed. A test or quiz is incomplete if a student has not taken it or if the test was interrupted so that the student could not submit it. A homework assignment is incomplete if the student has not started it.

To access the Manage Incompletes page, go to the Gradebook, and click Manage Incompletes in the tool bar. The page lists all the assignments you have created in a table.

Importing previous results from another course

The Import Previous Results page lets you transfer a student's results on assignments from one course to another.

For the import to succeed, the questions in the assignment from the old course must exactly match the questions in an assignment in the new course, including question order. The assignment names and assignment settings can be different, however. If a student successfully completed assignments in the previous course that are prerequisites for assignments in the current course, the results are applied accordingly.

When students switch courses or re-enroll in a course using the same book, their Study Plan work and sample test results automatically travel with them. You can clear the student's Study Plan and sample test results if you choose.

To access the Import Previous Results page, go to the Gradebook and select Import Previous Results from the More Gradebook Tools dropdown menu.

The page shows a table with the following information:

Students - Student names as they appear in the class roster.

Login Name - Login name the student specified during registration.

Previous Course Results - Click the Import Results link in this column to get a pop-up window where you can import results for the student. In the window:

1. Choose All results to import the student's results, including zero grades submitted by the instructor using Manage Incompletes. Choose All results except instructor-submitted zeros to exclude assignments with instructor-submitted grades of zero.
2. From the dropdown list, select a course to import from and click Find Results to Import.
3. Select the checkbox for previous results that you want to import. If an assignment has multiple matches in the current course, select the assignment to import into in the right column.
4. Select Omit to omit the results from the previous course from the student's averages for the current course. Otherwise, leave Include selected to include the results in the student's averages.
5. Click Import to transfer the results.
WORKING WITH THE MATHXL EXERCISE BUILDER

The MathXL Exercise Builder lets you create your own custom exercises for a wide variety of mathematics topics. You can create exercises with either static values or algorithmically generated values. Algorithmic values regenerate each time a student works the exercise.

Using the MathXL Exercise Builder, you can create short answer, multiple choice, and true/false questions. Exercises can include number lines, Cartesian graphs, pie charts, bar charts, and figures. You can define your own algorithmic values and variables.

Custom exercises can be used only in courses that support the MathXL Player window. In these courses, you can include your custom exercises on homework assignments, tests, and quizzes.

You must use Internet Explorer to work with the MathXL Exercise Builder.

To access the MathXL Exercise Builder:

1. Go to the Homework/Test Manager.
2. From the More Assignment Tools dropdown menu, select Manage Custom Exercises. (You also can select Create Custom Exercise from the Create Test dropdown menu.)

The Add Custom Exercise page opens, where you can create new exercises and manage your existing exercises.

See the MathXL Exercise Builder help for information on using this tool.

You also can use the MathXL Exercise Builder Tutorial to help you get started with creating your custom exercises. From the main MathXL Exercise Builder window, select Help > Tutorials and click the MathXL Exercise Builder Tutorial link to open the tutorial.
GETTING HELP ON USING MYMATHLAB

You and your students can get many different kinds of help for MyMathLab. In addition to the online help (which you are reading now), you can access tours, tutorials, and short guides on specific topics.

Online help

To get online help on a page you are viewing, click the question-mark icon at the top right of the page. If you are a student, you see the Student Online Help; if you are an instructor, you see the Instructor Online Help.

You can also open the online help at the top level. To open Instructor Online Help:

1. Click Control Panel on the course menu.
2. In the MyMathLab area of the Control Panel, click Instructor Help.
3. The Help for MyMathLab Instructors page opens in a new window. Click Instructor Online Help to open online help. (You can also open the Student Online Help from this page.)
4. From the Welcome page, you can open a PDF file for printing out the help.

Students can access the top-level of the Student Online Help by:

5. Clicking Chapter Contents or Course Documents (whichever appears) in the course menu.
6. Clicking the MyMathLab Student Help link at the top of the page.

In the online help, click Contents at the bottom left to view the table of contents for the online help system. Click Search to find all references to a term in the help system.

The Favorites option displays any help topics that you have bookmarked or saved as a "favorite." To save a help topic as a favorite, click the icon in the toolbar.

Additional help and support for MyMathLab

Links to tours and training information, tutorials, guides, and support information are also available from the Help for MyMathLab Instructors page, accessible from the Instructor Online Help link in the MyMathLab section of the Control Panel.

From mymathlab.com, you also can go to Tours and Training page and the News and Events page to view the latest tours, find getting-started guides, locate support information, and get news on the latest MyMathLab release.

CourseCompass Online Help

CourseCompass provides its own online help, which you access by clicking Help in the top right corner of any CourseCompass window.

More information

Contacting MyMathLab Product Support
Sending content questions to the publisher

The Suggestion Box lets you send comments, questions, or requests about the content of questions to Pearson Education.

To open the Suggestion Box:

1. In the player, navigate to the question that you want to comment on. You can access the Suggestion Box when previewing questions for an assignment, when reviewing a test or homework assignment, or when manually grading an essay.
2. In any of these player views, click Suggestion Box in the learning aids.

The Suggestion Box opens with your name, email address, question information, and course information already filled in. You can edit your email address.

In the Description section, pick an issue from the dropdown list:

- Answer evaluation - Questions about how answers are evaluated as correct or incorrect.
- Calculation error - Questions about how answers are calculated.
- Instructions/answer feedback - Questions about instructions given to students in the question or about the feedback given to help them work on the question.
- Media error - Questions about multimedia content, such as videos.
- Software error - Questions about the player
- Typographical error - Text errors in the question.
- Other - Any other concerns.

Then type a detailed description of your issue in the text box. The information displayed in the Suggestion Box window is automatically included in your report.

To attach a file (such as a screenshot) to your message, click Browse to navigate to the file. Then click Upload to attach the file to your message. You can click the trash can icon to remove an attachment.

Click Submit to send your report to Pearson Education Product Support. A confirmation email will be sent immediately to the address you provided in the Suggestion Box window and you will get an email answer soon after your report is received.