

The Pearson logo consists of the word "PEARSON" in white, uppercase, sans-serif font, centered within a dark blue rectangular background.

MathXL

Getting Started Guide for Instructors

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Get started

MathXL is an innovative series of online courses that provide you and your students with dependable and easy-to-use online homework, tests, multimedia, and tutorial exercises. If you are teaching with a Pearson textbook, your online course accompanies the material in the textbook.

MathXL has a proven track record of increasing student success rates. MathXL engages students in active learning—the online courses are modular, accessible anywhere with internet access, and adaptable to each student's learning style. You can easily customize MathXL to make teaching easier and help your students succeed.

Before you begin

Before you can register for MathXL, you will need:

- An email address that you check regularly.
- Your instructor access code.
See "Get your instructor access code" for instructions.
- Administrator access for the computer you are using so you can install any software components needed for your course.

To ensure that your computer meets the system requirements:

1. Go to mathxl.com.
2. Click the **Support** tab.
3. Choose **Browser Check** from the left menu.
4. Select your textbook from the dropdown list and click **Submit**.

Get your instructor access code

Before you can register as an instructor, you need to get an access code.

Your Pearson sales representative can supply you with an access code or you can apply online and get the code emailed to you.

To request an access code online:

1. Go to mathxl.com.
2. Choose the **Learn About** tab.
3. Select **FAQs** from the left menu.
4. Expand the answer to the question "How do I request access to MathXL?"
5. Click the **Access Request Form** link.
6. Answer the questions on the form and submit it.

After you have applied, you will get an email from Pearson that contains a link to the registration site, where you can register as an instructor.

Register as a MathXL instructor

To register as an instructor:

1. Go to mathxl.com.

2. Under **Register**, click **Educator**.
3. Review the License Agreement and Privacy Policy and click **I Accept** at the bottom of the page.
4. The Access Information page sets up your login name and password. Choose whether you already have a Pearson Education Account:
 - Click **Yes** if you have previously registered for other Pearson online products and already have a login name and password. Then enter your existing login name and password in the boxes.
 - Click **No** if you are a new user. Then create a new login name and password in the boxes. Pearson recommends using your email address as your login name. If you do not use your email address, your login name must be at least 4 characters and cannot be the same as your password.
 - Click **Not Sure** if you don't know whether you have an existing Pearson account. Then enter your email address and click **Search**. If you have an account, your login information will be sent to your email address. You can then select **Yes** and enter your existing login name and password.
5. In the Access Code boxes, type in your instructor access code or click **Switch to a single box** to paste in your access code. If you were sent to the page from a registration email, your access code is already filled in.
6. Click **Next** to continue to the Account Information page:
 - Enter your first and last name and email address. If you have more than one email address, enter one you check frequently and want your students to use.
 - Select your country from the alphabetical **School Location** dropdown list. Enter your school zip code or postal code, and then select your school from the **School Name** dropdown list.

If your school is not listed, scroll to the bottom of the page and select **Other**. Then enter your school name, city, and state.
 - Select a security question and answer.
7. Click **Next** to get the Confirmation & Summary page where you can:
 - Click **Print This Page** to print a copy of your registration information.
 - Click **Log In Now** to return to mathxl.com and log in.
 - Click the **Account Summary** link to change the information in your personal profile (for example, your email address, login name, or password).
 - Click **Log In Now** under The Instructor Resource Center to go to Pearson's Instructor Resource Center website where you can download supplements to help you teach with your textbook.
 - If your course includes Test Gen, you can click **Log In Now** under TestGen Instructor Site to go to the TestGen website. You can log into this site using your Pearson login name and password to download the TestGen application and a supplementary testbank of test questions. (Your online course already includes an extensive testbank of questions associated with your textbook.)

Log in to MathXL

After you have set up your Pearson account, you are ready to log in to MathXL:

1. Return to mathxl.com.
2. Click **Sign In**.

3. On the MathXL Sign In page, enter the user name and password you created when you registered.
4. On the Welcome screen, click **Enter MathXL**.

Create your course

The first time you log in to MathXL, you go to your Courses page.

To set up a new course:

1. Click **Create or copy a course** in the Course Tools box on the right side of Courses page.
2. On Step 1 of the New Course wizard, select the type of course to create from the dropdown list:
 - **Standard**—A standalone course.
 - **Coordinator**—A template course used to manage and update member courses in a course group.
 - **Member**—A course (for example, a section) in a course group that is copied from and managed by a coordinator course.

Click the **Learn about course types** link for more information on standalone courses and course groups.

3. Enter your course name. If you are teaching more than one section of the same course, choose a name to distinguish this course from others.
4. Select how you would like to create your course:
 - If you are creating a standard, coordinator, or preloaded course, you can choose:
 - o **Create a new course**—Choose the textbook you are using from the dropdown list.
 - o **Copy one of my existing courses**—Choose the course from the dropdown list.
 - o **Copy a course from another instructor at my school**—Choose the course from the dropdown list.
 - o **Copy a course by specifying its Course ID**—Enter the Course ID. (The instructor of this course must make it available for copying.)
 - If you are creating a Member course, you can choose:
 - o **Join the course group for one of my own coordinator courses**—Choose the course from the dropdown list.
 - o **Join another instructor's coordinator course at my school by selecting the coordinator course**—Choose the course from the dropdown list.
 - o **Join another instructor's course group by specifying the coordinator Course ID**—Enter the Course ID.
5. Click **Next** to go to Availability step of the New Course wizard.
6. Select the start and end dates for the course, choose your time zone, and check the box if you want other instructors to be able to copy your course.
7. If you are setting up a course group, click **Next** to go to the Group Admin page of the New Course Wizard. This page appears only when you are creating a coordinator or member course. Click the help icon on the upper right side of the page for details on these settings.

8. Click **Next** to go to Course Access step of the New Course wizard.
9. In this step, a coordinator instructor or course owner can specify what level of access to grant to section instructors in their courses. Click the help icon on the upper right side of the page for details on these settings.
10. Click **Next** to go to the Coverage step of the New Course wizard.
11. If your textbook is mapped to a set of curriculum standards, choose the standards to apply to your course from the dropdown list.
12. Customize the content in your course. Click the plus icon (+) to expand each chapter and section to view the objectives. Uncheck content you do not want to cover in your course. Questions from unchecked content will be excluded from assignments and the Study Plan.
13. Click **Next** to go to the Learning Aids and Test Options step of the New Course wizard.
14. If you want to lock down tests or quizzes, select **Use a lockdown browser in this course** to enable the Pearson LockDown Browser. The LockDown Browser prevents students from opening applications or other browser windows while they are taking tests or quizzes online. This setting makes the LockDown Browser available for use; you can then apply it to individual tests.
15. If you want to use TestGen in your course, select the **Require the TestGen plug-in in this course** option.
16. Uncheck any tutorial learning aids you want to remove from your course. By default, learning aids are available to students when they do homework or Study Plan work. You can click **View Sample** to see an example of a learning aid.
17. Optionally click **Edit Email Address** to change the email address used for communication with students.
18. Click **Save** to view your Course Settings Summary. Review your choices and click **Edit** if you want to change any settings.
19. Make a note of the Course ID listed under the course name at the top of the page. Your students need the Course ID to enroll in your course.

If you provide the Course ID electronically, students can copy and paste it when they enroll. You can click the Course ID number to open a handout that you can print and distribute to your students. The handout contains the Course ID and other information students can use to register for MathXL and enroll in your course.
20. Click **Run Browser Check** to ensure that you have the latest version of the Flash player and any other components needed to view the multimedia content of your course.
21. Click **OK** to return to the Course Manager.

If your students will access MathXL from a computer lab or library at your school, make sure that the Browser Check is run on the school computers.

You can manage sections using course groups. See [the instructor online help](#) for detailed information on creating and working with course groups.

Access your course

After you log in, you come to the course home page of the last course you worked in. If you are teaching more than one course, click the **My Courses** link at the top of the left menu to go to your Courses page.



The Courses page lists all of the courses you are teaching. You can click on the name of a course to enter it.

The right side of the list shows the Course IDs for your courses. You can click on a Course ID to open a First Day of Class handout for your students. This document will guide them through registration and enrollment in your course.

You can click the links on the upper right to create a new course, manage your courses, and get further information about using your course.

Navigate in your course

The navigation buttons in the left menu are divided into two sections:

- The **Student** buttons are available to students, but you can use them to do assignments or Study Plan work as your students do.
- The **Instructor** buttons are not visible to students, but you can use them to post announcements on the Course Home page, create and manage your assignments, and administer your online Gradebook.

The options in the menu can vary by course, but the most common options are described here.

My Courses	My Courses takes you or your students to the Courses page , which lists all of your courses and lets you access them.
Student	
Course Home	Course Home opens the course home page, which lists upcoming assignments and lets students access them.
Calendar	Calendar opens a month view of the course calendar.
Homework and Tests	Homework and Tests opens the Homework and Tests page, which lists all the online assignments in your course. Students can see their results and click on an assignment name to work on it.
Results	
Study Plan	Results opens the Results page, where students can see their results on assignments and their overall score in the course.
Instructor	
Course Manager	Study Plan opens a student's personalized Study Plan, where students can practice working questions, test their mastery, and get tutorial help.
Home Page Manager	Course Manager opens the Course Manager , where you can create, edit, and delete your courses.
HW & Test Manager	Home Page Manager opens the Home Page Manager , where you can choose whether to show or hide information on the course home page.
Study Plan Manager	
Gradebook	HW & Test Manager opens the Homework/Test Manager , where you can create, copy, or edit your assignments.
	Study Plan Manager opens the Study Plan Manager , where you can customize the coverage and requirements to prove mastery in your students' Study Plans.
	Gradebook opens your Gradebook , which automatically records your students' scores on assignments. Using the Gradebook, you can manage student scores, generate reports, and export data.

Manage your course

You can use the Edit Course wizard to customize course settings, such as course access, availability, and coverage.

To access the Edit Course wizard:

1. From the left menu, select **Course Manager**.
2. In the table in the Course Manager, click **Change Settings** from the **Actions** dropdown list for the course you want to edit. Then click **Go**.
3. On the Course Settings Summary page, click the **Edit** link for the information you want to change.

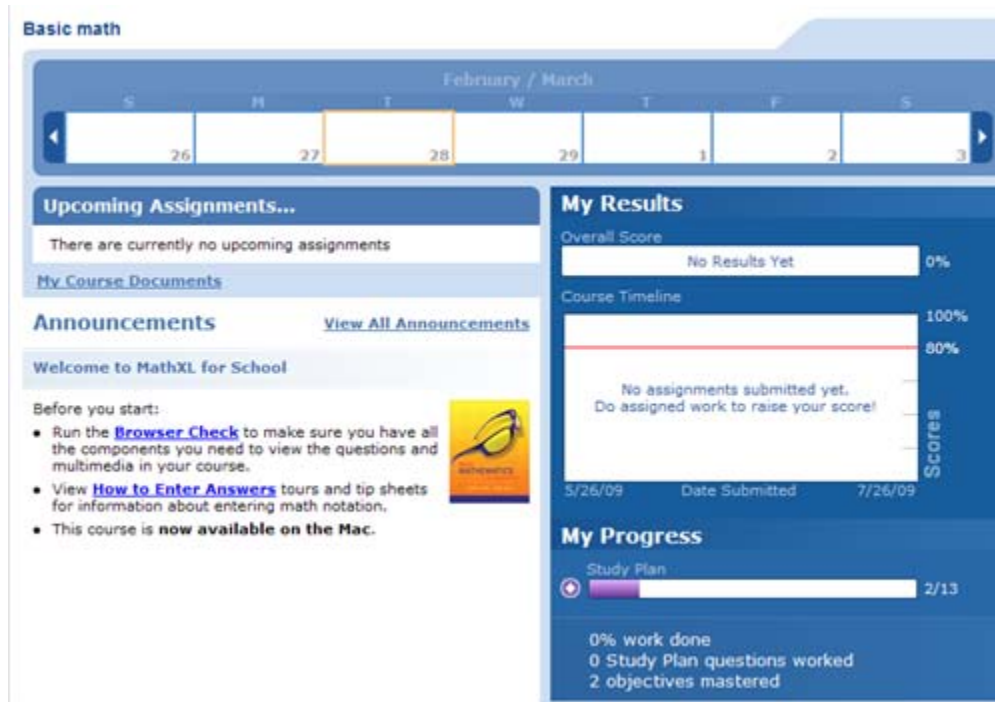
The options you can edit are the same as the choices in the [New Course wizard](#).

When you have made your changes, click **Save** to return to the Course Settings Summary page, where you can review your customizations.

Manage the course home page

The course home page shows each student's progress in your course and lists the student's upcoming assignments. It also shows announcements that you post.

The course home page appears when you first log in to your course. While working in your course, you and your students can access the course home page at any time by clicking **Course Home** in the left menu.



The course home page is made up of several sections:

- The **calendar** at the top of the page shows assignments that are available, completed, and due during the current week.
- The **Upcoming Assignments** list displays the next three assignments that the student needs to do, with any due dates.
- The **My Course Documents** link opens the Course Documents window, where you can upload and manage files to use in your course. When your students click this link, they can view or download your documents. This link is not available in all courses.
- **Announcements** shows Pearson announcement and any announcements that you add. Click **Home Page Manager** in the left menu to [post your own announcements](#).
- The **My Results** chart shows students their overall score so far and the assignments they have completed (with scores) along the course timeline.
- The **My Progress** chart contains a separate progress bar for each type of work (homework, quizzes, tests, other assignments, and Study Plan). Each bar indicates how many assignments the student has done out of the total.

You can choose which sections to display on the course home page and modify the percentage overall score that students should minimally attain in your course. . Click **Home Page Manager** in the left menu to customize your course home page.

See [the instructor online help](#) for detailed information on customizing your home page.

Manage announcements

You can create and edit announcements to post on your students' [course home page](#).


To manage your announcements, click **Home Page Manager** in the left menu.

On the Home Page Manager page, you can:

- Click **Create Announcement** to add an announcement to the home page
- From the **Actions** dropdown menu for an existing announcement, edit or delete an announcement.
- Change the display order of announcements.

Home Page Manager

[Legend](#)  

[Create Announcement](#) |  [Home Page Settings](#)

[Show All](#) [Current Postings](#) [Future Postings](#) [Past Postings](#)

Order	Announcement	Post	Remove	Actions
1	<p>(Tuesday, February 28) Meet in Room 435 tomorrow</p> <p>Tomorrow only, class will meet in room 435. Tell your classmates!</p>	02/28/12		<div style="border: 1px solid black; padding: 2px;"> --Choose-- <input type="button" value="Go"/> --Choose-- Edit Delete </div>

See [the instructor online help](#) for detailed information on customizing your home page.



Manage assignments

The Homework/Test Manager lets you create assignments and customize how they are delivered. The page also lists all the assignments in your course and lets you edit them.

To access the Homework/Test Manager, click **HW & Test Manager** in the left menu.

Homework/Test Manager

[Legend](#)  

[Create Assignment](#)  [Change Dates & Assign Status](#) |  [Set Prerequisites](#)



[More Assignment Tools](#)

[Show All](#) [Homework](#) [Quizzes & Tests](#) [Other](#) [Chapters](#)

You have not created any assignments.

To create a new assignment, use the Create Assignment drop-down menu on the toolbar at the top of this page. [Learn about assignment types.](#)

You may also:

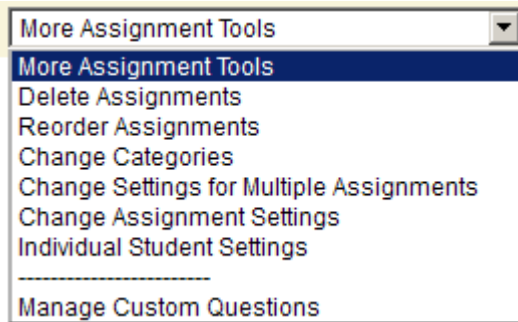
-  Copy and assign [sample tests and quizzes](#) from the Quizzes & Tests view.
-  Copy and assign [sample homework](#) from the Homework view.

To create an assignment, you can:

- Use the **Create Assignment** dropdown list to choose questions for an assignment from the course testbank. You can preview the questions, which are associated with the questions in your textbook.

- Click the **sample tests and quizzes** or **sample homework** link to create an assignment of that type from a sample. You can edit the sample assignment to add or remove questions, change point values, and so on.

The Homework/Test Manager also contains links that let you change due dates, assign or unassign multiple assignments, or set prerequisites. The **More Assignment Tools** dropdown list gives you several options for fine-tuning assignments. The **Manage Custom Questions** link opens the Custom Question Manager, where you can create your own questions for inclusion in your assignments.



See [the instructor online help](#) for detailed information on managing assignments.

Manage student Study Plans

Student in your course can take advantage of a personalized Study Plan where they can practice without affecting their scores and test their mastery. You can use the Study Plan Manager to customize the coverage and mastery requirements in your students' Study Plans.

To access the Study Plan Manager, select **Study Plan Manager** from the left menu.

Study Plan Manager [Legend](#)

Select Coverage | Mastery Options

Ch.	Chapter Name	Selected Questions	Available Questions	Screenreader Accessible	Covered in Assignments	Actions
0	Orientation Questions for Students	9	9			Select Coverage
1	The Real Number System	425	425			Select Coverage
2	Linear Equations and Inequalities in One Variable	374	374			Select Coverage
3	Linear Equations and Inequalities in Two Variables; Functions	214	214			Select Coverage
4	Systems of Linear Equations and Inequalities	121	121			Select Coverage
5	Exponents and Polynomials	346	346			Select Coverage
6	Factoring and Applications	254	254			Select Coverage
7	Rational Expressions and	297	297			Select Coverage

From this page, you can choose:

- **Select Coverage** to go to a page where you can choose what practice questions are offered in your students' Study Plans.
- **Mastery Options** to go to a page where you can specify what types of assignments and what scores are used to determine mastery when students work on homework, tests, and quizzes.

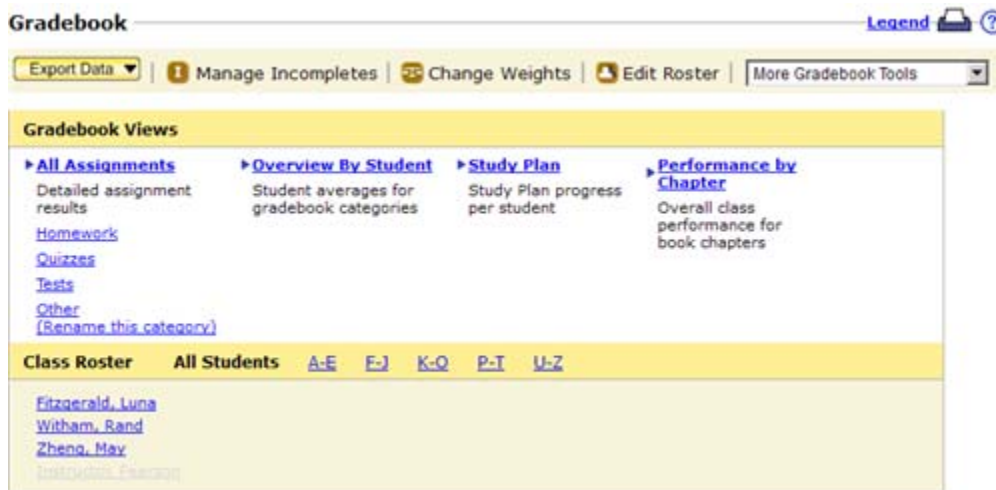
See [the instructor online help](#) for detailed information on customizing the Study Plan.

Manage your Gradebook

Your Gradebook automatically records students' results on assignments and Study Plan work. You can use the Gradebook to manage grades, view details of student results, and export reports to use in spreadsheets.

To access the Gradebook, click **Gradebook** in the left menu.

When you first open the Gradebook, you get a view that gives you access to all of the different views and tools.

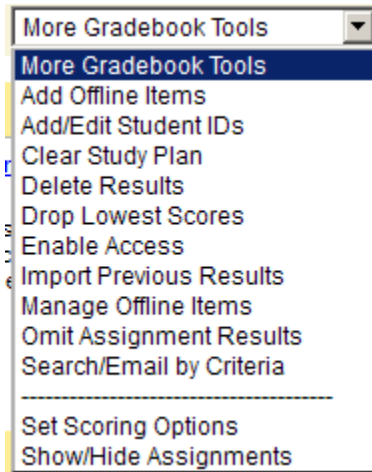


The Gradebook Views area of the page lets you choose how to view your students' results:

- Click **All Assignments** to see students' results on all assignments or click the name of a category (for example, Tests) to view students' results only for assignments of this type.
- Click **Overview by Student** to see each student's average score on assignments and Study Plan work.
- Click **Study Plan** to see each student's results for all the Study Plan questions in a selected chapter or in the whole course.
- Click **Performance by Chapter** to see the class scores on assignments and Study Plan work for a specific chapter or section of the course.

Under Class Roster, you can click a student name to view the Results page for that student.

The options at the top of the page let you export results date, submit zeros for incomplete assignments, change assignment weights, and manage student status in the roster. The options in the More Gradebook Tools list offer you several other ways to manage your students' scores and access to assignments.



See [the instructor online help](#) for detailed information on the Gradebook's many powerful features.