



JumpStart: MyMathLab

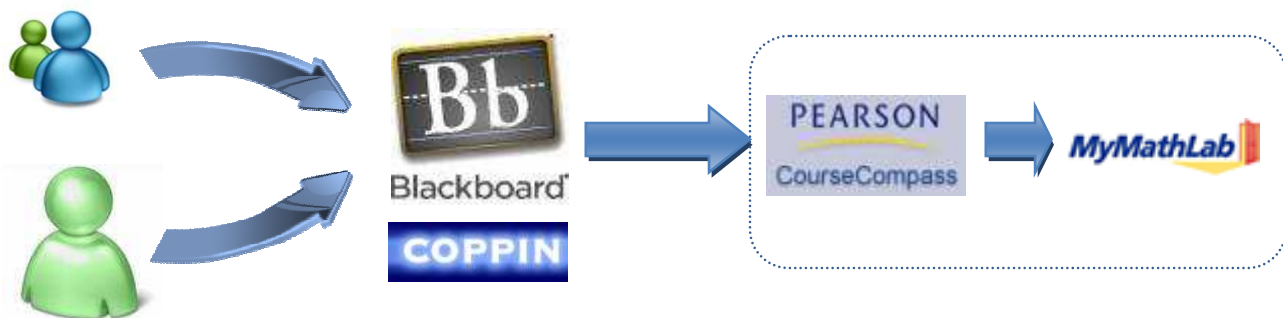
This JumpStart tipsheet is designed to help you get up to speed quickly on using MyMathLab for your classes. We will cover the following topics:

- [Create your CourseCompass account](#) page 2
- [Login to CourseCompass](#) page 3
- [Create your course site - copy the Coordinator's course](#) page 4
- [Get the class roster from EagleLINKS](#) page 6
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- [Navigating your Course Compass / MyMathLab](#) page 14
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At Coppin State University, our campus Course Management System is Blackboard. This is where instructors usually post the syllabus and homework assignments for students, hold online discussions asynchronously, and even hold synchronous online office hours.

The publisher of the textbook also has a Course Management System, CourseCompass, which contains a rich array of resources for students and instructors to use, including MyMathLab, an online multimedia textbook, online homework and quizzes, and more.

To facilitate the success of students in DVMT 108, we will make use of the oncampus Blackboard system as a portal, or gateway, to the CourseCompass materials.



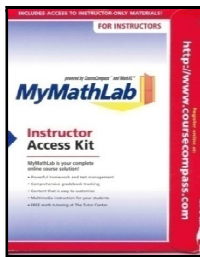
Students and Faculty login to Coppin's Blackboard, go into their DVMT 108 course site, then click the link to access Pearson's CourseCompass, then go into their MyMathLab DVMT 108 course site.

Create your CourseCompass account

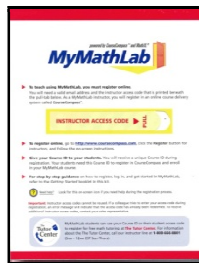
CourseCompass is an online learning environment created by the textbook publisher. It includes an electronic version of the textbook, with many multimedia resources to help students learn math and be successful.

If you have never used CourseCompass (MyMathLab) before, you will need to create an account.

1. First -- get an instructor code from the DVMT coordinator. This will be a heavy cardboard packet, "MyMathLab Instructor Access Kit."



Access Kit

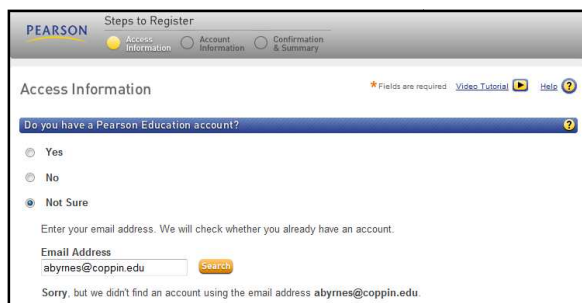


Inside the Access Kit

2. Open the Access Kit package and pull the tab to reveal the Instructor Access Code.
3. On your computer, open a web browser (such as Internet Explorer).
4. Go to the website: <http://coursecompass.com>

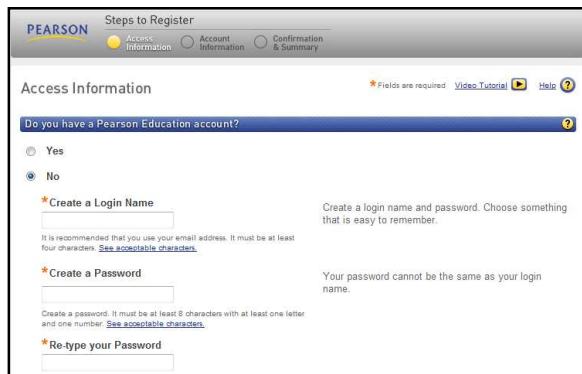


5. On the right side, click the **Register** link under Educators
6. Read the License Agreement and Privacy Policy, then scroll to the bottom of the web page and click **I Accept**.
7. If you are not certain whether you have already created a CourseCompass account, you can click the Not Sure option, and enter your email address.



If the web page displays, "Sorry, but we didn't find an account using the email address..." then continue with the steps below to create an account.

- To create a new account, select **No** in response to the question "Do you have a Pearson Education account?"



- Type your Coppin email address as you login name. (for example: **abyrnes@coppin.edu**)
- Type a password.
- Enter the Access Code from the MyMathLab instructor access kit
- Click **Next**
- Fill in the Account Information (first name, last name, etc)
- Click **Next**.
- You will see your Confirmation & Summary page. We recommend that you print this and save in your notebook with your DVMT materials.

Log in to CourseCompass

- Open a web browser such as Internet Explorer.
- Go to the Course Compass website: <http://coursecompass.com>

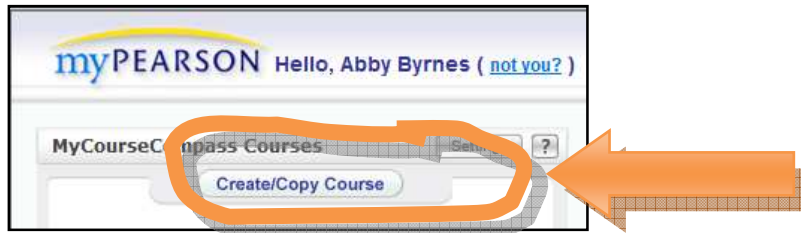


- Click **LOG IN**.
- In the **Username** field, type your Coppin email address).
- Type your password in the **Password** field.
- Click **LOG IN**.

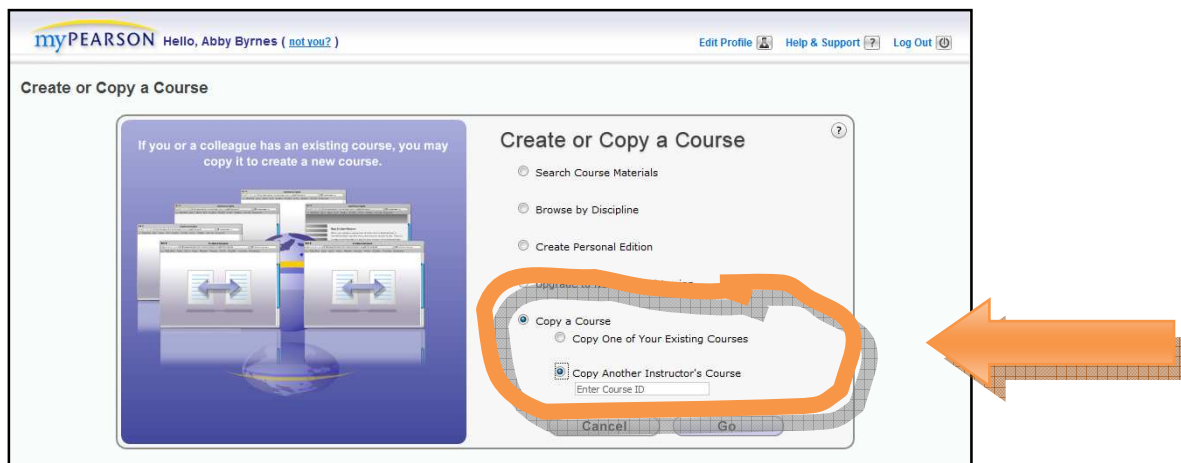
Create your CourseCompass course site (copy Coordinator's course)

To get started, you will first need to create your course site. You will copy the Coordinator's course site, which has already set up the homework, quizzes, and other features to help you get started quickly.

1. Click the **Create/Copy Course** button.



2. Select **Copy a course**, then select **Copy Another Instructor's course**.



3. In the **Enter Course ID** field, type one of the following codes **for Spring 2010**:

*If you are teaching
DVMT 108, type:*

shaw41794

*If you are teaching
DVMT 109, type:*

Shaw58272

4. Click **Go**.
5. Confirm that all course components are checked, then click **Continue**.

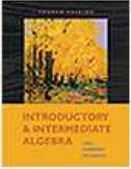


6. In the Course Name field, enter the subject and section, in the format

DVMT108 - sec 001 - Spring 2010

Enter Course Information

Existing Course Being Copied

 **Course Name: DVMT108F2009**
Course ID: shaw92127
Course Start Date: Jul 29, 2009
Course End Date: Apr 25, 2010

Course Information (*)

* Course Name DVMT108 - sec 001
(111 characters remaining)

7. Scroll down to the bottom of the web page and click **Create Course Now**.

You will see the Confirmation - Request Received page.

Confirmation - Request Received

Your Course Name: DVMT108 - sec 001
Your Course ID: byrnes72848

After your course has been created, send this to your students.

Other Course Information

- Your Course Creation Date is Aug 07, 2009
- Your Course End Date is May 04, 2010
- Your Course Type is For Student Enrollment
- Courses with over 500 students may affect gradebook performance. If this occurs, contact your sales representative.


How will you know when the course is ready?

- You will receive an email from CourseCompass Support.
- The link to your new course on the myPearson page will become active (this link will be inactive and noted with a clock icon while you are waiting).

Please [print this page](#) for your records.

[Back to myPearson](#) [Create or Copy Another Course](#) [Log Out](#)

8. Write down the **CourseID**; you will need to give this to students in your class so that they can join your course. You may also want to **print this page** for your records.

 **Your Course ID:** _____

9. At the bottom of the page, click **Back to myPearson**.

When your course site is created, you will receive an email message... it usually takes just a few minutes.

If you are teaching more than one section, you can click **Create or Copy Another Course**, and repeat these steps.

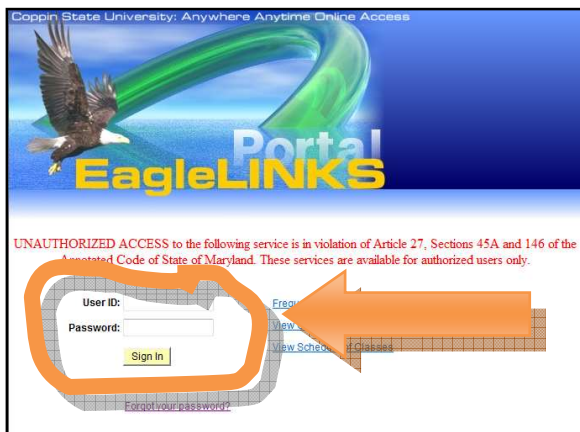
Get the class roster from EagleLINKS

Students register for Coppin courses in EagleLINKS. This is the official registrar's database of courses offered, class rosters, and grade. These steps will show you how to log in to EagleLINKS to get your class roster.

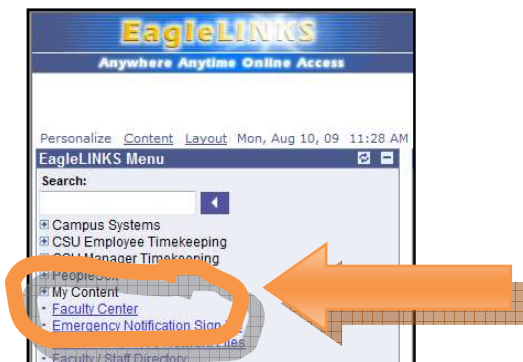
1. Open a web browser and log in to <http://eaglelinks.coppin.edu>
2. Click the EagleLINKS Sign In button.



3. Type your Coppin username and password. Your Coppin username is usually your first initial and lastname (for example: abyrynes).




4. Click Sign In.
5. Click the **Faculty Center** link.



You will see a list of the classes that you are teaching.

The screenshot shows the EagleLINKS Faculty Center for Abby Byrnes. On the left is a navigation menu with options like 'Campus Systems', 'Faculty Center', and 'My Content'. The main area displays 'Faculty Center' for 'Fall 2009 | Coppin State University'. Below this, there are options to 'Show All Classes' or 'Show Enrolled Classes Only'. A table lists classes with columns for Class, Class Title, Enrolled, Days & Times, Room, and Class Dates. The class 'SOWK 460-150 (8812)' is circled in orange, and an orange arrow points to the 'Class Roster' icon next to it.

6. Click the Class Roster icon  next to the class.

You will see the Class Roster.

The screenshot shows the 'Class Roster' for 'SOWK 460 - 150 INFO TECH IN SOWK'. It includes 'Meeting Information' with a table for 'Days & Times', 'Room', 'Instructor', and 'Meeting Dates'. Below that, it shows 'Enrollment Status' as 'Enrolled' and 'Enrollment Capacity' as 20. At the bottom, there is a table of 'Enrolled Students' with columns for 'Notify', 'ID', 'Name', 'Grade Basis', 'Units', 'Program and Plan', and 'Level'.

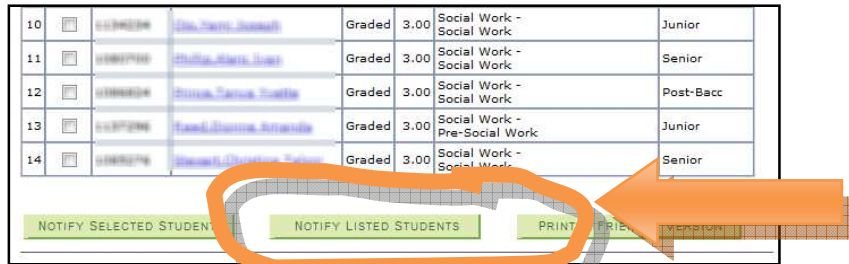
Notify	ID	Name	Grade Basis	Units	Program and Plan	Level
1		Wendy, Wendy	Graded	3.00	Social Work - Social Work/Pre-Social Work/Psychology	Senior
2		Kaitlyn, Kaitlyn	Graded	3.00	Social Work - Pre-Social Work	Sophomore
3		Christina, Christina	Graded	3.00	Social Work - Social Work/Social Work	Senior
4		Hannah, Hannah	Graded	3.00	Social Work - Social Work	Senior

7. Print this page and bring to the first class session.

Send email to the enrolled students using the official class roster in EagleLINKS

These steps will show you how to send email to **all** the students who are officially registered for your class, from your EagleLINKS class roster.

1. Scroll down to the bottom of the class roster web page.
2. Click the link **Notify Listed Students**.



3. Change the **Subject** field from "<from the desk of....>" to "**Welcome to DVMT 108**".
4. Type your email message in the **Message Text** field.

Faculty Center

Send Notification

Type e-mail addresses in the To, CC or BCC fields using a comma as a separator.

Notification from Abby Byrnes

From: abyernes@coppin.edu

To: abyernes@coppin.edu

CC:

BCC: jh101@student.coppin.edu, jh102@student.coppin.edu, jh103@student.coppin.edu, jh104@student.coppin.edu, jh105@student.coppin.edu, jh106@student.coppin.edu, jh107@student.coppin.edu, jh108@student.coppin.edu, jh109@student.coppin.edu, jh110@student.coppin.edu, jh111@student.coppin.edu, jh112@student.coppin.edu, jh113@student.coppin.edu, jh114@student.coppin.edu, jh115@student.coppin.edu, jh116@student.coppin.edu, jh117@student.coppin.edu, jh118@student.coppin.edu, jh119@student.coppin.edu, jh120@student.coppin.edu

Subject: <From the desk of Abby Byrnes>

Message Text:

SEND NOTIFICATION

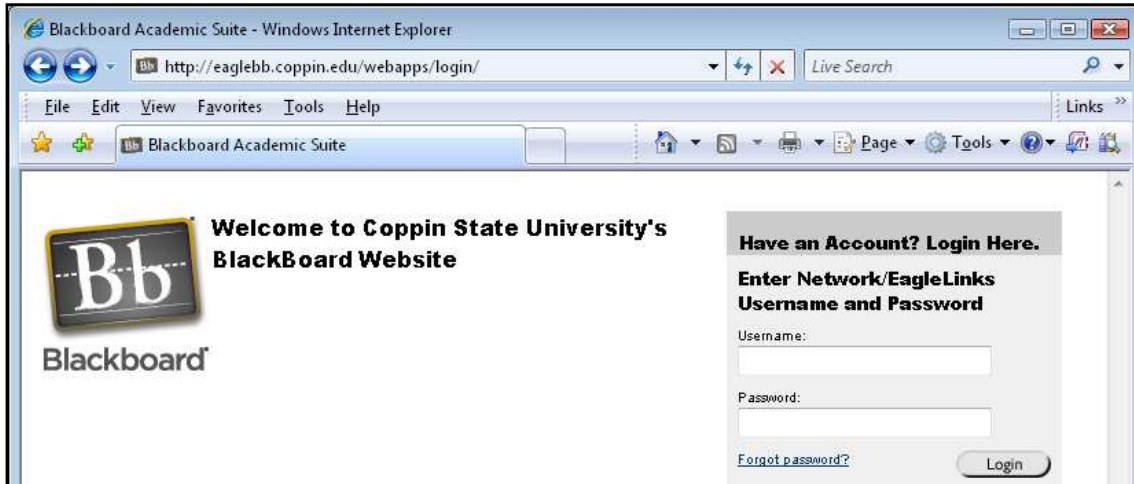
The email message is sent to you; the students email addresses appear in the BCC (Blind Carbon Copy) field, which means that they will not see the names and email addresses of the other students in the class.

5. After you have typed your message, click the green **Send Notification** button at the bottom of the web page.

Set up your Blackboard course site

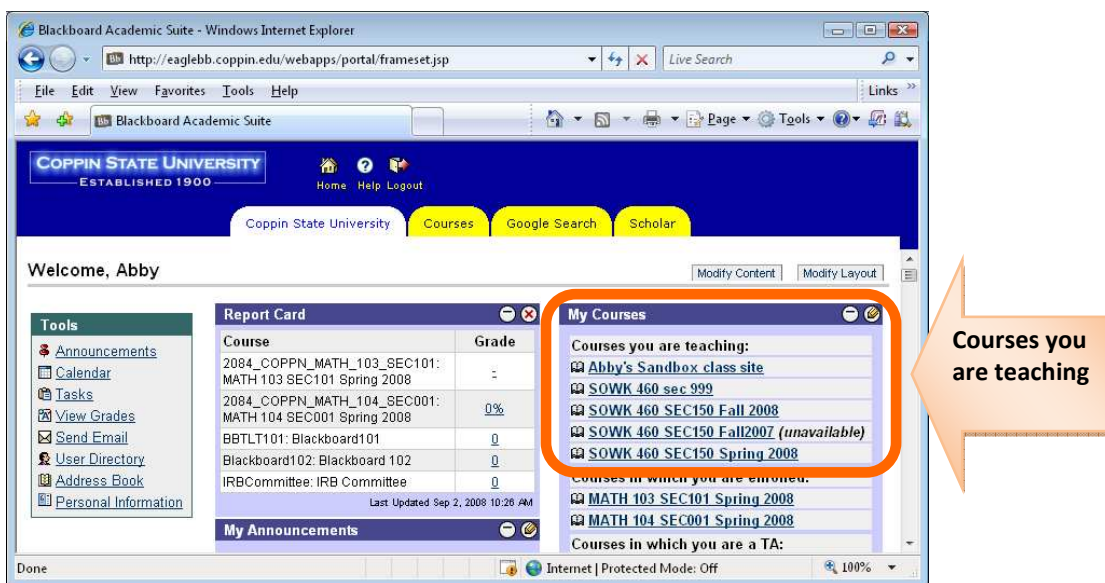
Coppin State University automatically creates a Blackboard course site for every class that is officially offered each semester. Blackboard gets the list of courses, the instructors, and enrolled students from EagleLINKS. Many students are familiar with Blackboard from their other courses, so we will use it as a familiar starting point for them to access Course Compass. These steps will show you how to make your Blackboard course site available, and post your CourseCompass course ID code for students to use when they register their MyMathLab student code. We have already customized your Blackboard course site with a link to CourseCompass.

1. Open a web browser and log in to <https://eaglebb.coppin.edu>



2. In the **Username** field, type your Coppin network id (usually your first initial and last name, for example: abyynes).
3. In the **Password** field, type your Coppin network password (the same one to log in to your Coppin email).
4. Click **Login**.

The Blackboard Interface



Even though Coppin automatically creates a Blackboard course site for all courses, the course sites are set up as “**unavailable**” so that the instructor can go in and set up the course site before the students come in to it. When you see the word **unavailable** after the course title, YOU as the instructor can click the course and go into the site and set it up, then make it **available** for students.

Your Blackboard course site

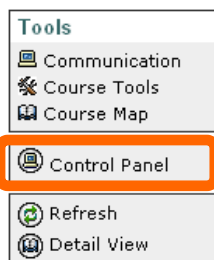
When you click the title of a course, you will go into the course site. Each course will initially have the same setup; you can customize each course site as you like.



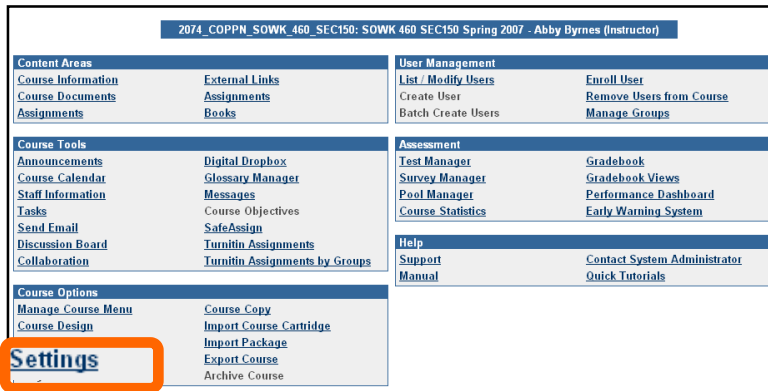
Make your Blackboard course site available

If you are the instructor-of-record (according to the Registrar and EagleLINKS) for a course, you can log in to Blackboard and make the course "available" so that students can see it.

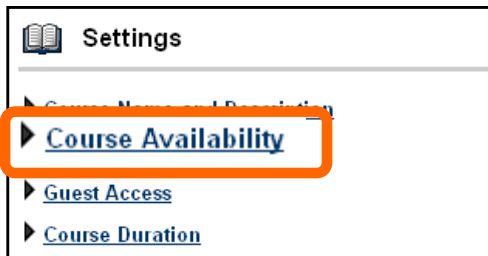
1. After you have logged in to Blackboard, go into the course site for your section of DVMT. Click the **Control Panel** link in the left side of the screen (beneath the usual Blackboard buttons like Assignments, Course Documents, Discussion Board).



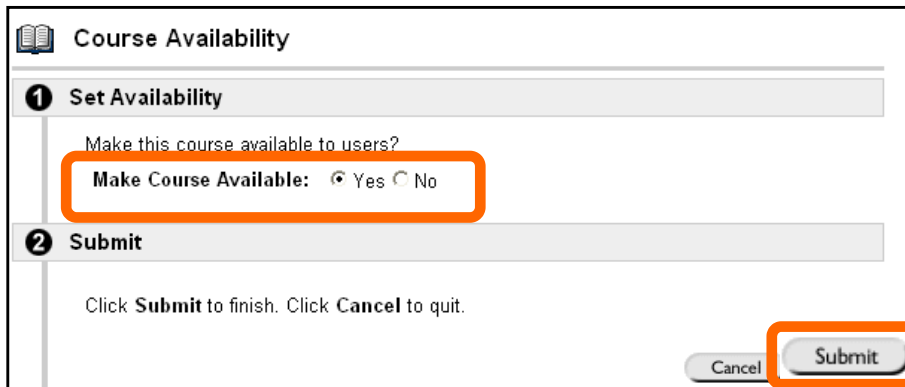
2. Click **Settings** in the lower left section under “Course Options.”



3. Click **Course Availability**



4. For the question 'Make this course available to users?' select **Yes**



5. Click **Submit**.

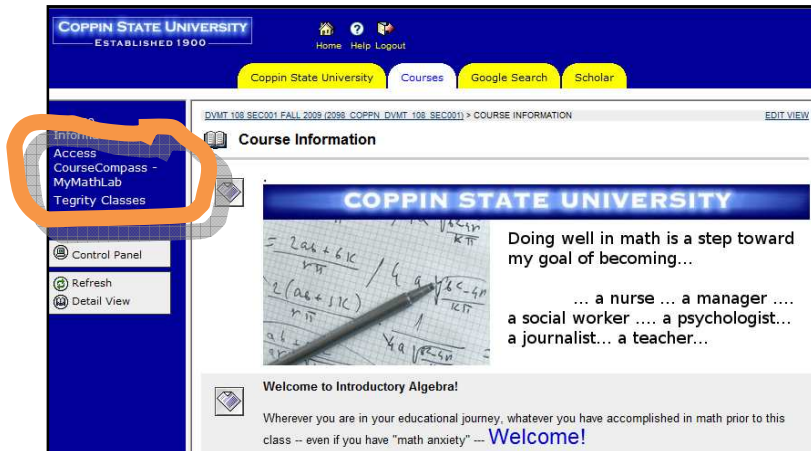
6. Click **OK**.

Students will now be able to see the Blackboard course site for your class.

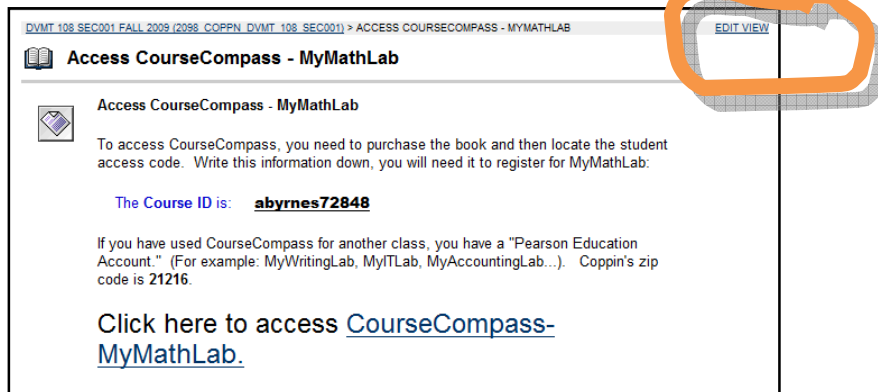
Add your Course ID to your Blackboard course site

Your students are most likely familiar with logging in to Coppin's Blackboard server to access their courses and online materials. We have already added a link in your Blackboard course site to direct students to the CourseCompass-MyMathLab website. You need to edit the information so that students have your unique Course ID code.

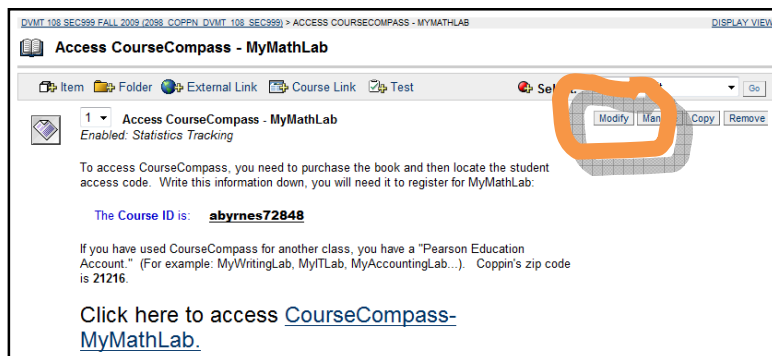
1. After you have logged in to Blackboard, go into the course site for your section of DVMT. Click the **Access CourseCompass-MyMathLab** link in the left side of the screen.



2. Click the **Edit View** link in the upper right.



3. Click the **Modify** button next to the "Access CourseCompass - MyMathLab" item..



4. You will see an editing window with the text of the message. Locate the line "The Course ID is:" and change the Course ID to what you wrote down on page 5.

DVMT 108 SEC999 FALL 2009 (2098 COPPN DVMT 108 SEC999) > ACCESS COURSECOMPASS - MYMATHLAB > MODIFY ITEM

Modify Item

1 Content Information

Name

Choose Color of Name

Text

Normal 3 Arial Black B I U S x₂ x² | [List Icons]

To access CourseCompass, you need to purchase the book and then locate the student access code. Write this information down, you will need it to register for MyMathLab:

The Course ID is **abymes72848**

If you have used CourseCompass for another class, you have a "Pearson Education Account." (For example: MyWritingLab, MyITLab, MyAccountingLab...). Coppin's zip code is 21216.

Click here to access [CourseCompass-MyMathLab](#)

- After you have edited the CourseID to be your unique CourseCompass course ID, scroll down to the bottom of the web page and click Submit.

3 Options

Make the content available Yes No

Track number of views Yes No

Choose date and time restrictions

Display After Display Until

Aug 10 2009 01 40 PM

Aug 10 2009 01 40 PM

4 Submit

Click **Submit** to finish. Click **Cancel** to quit.

* Required Field

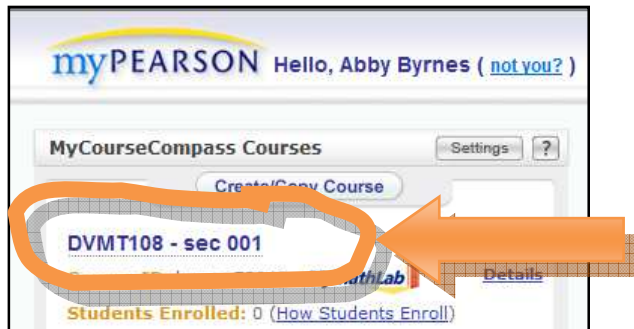
You will see a confirmation message that the change was successfully made.

- Click **OK**.

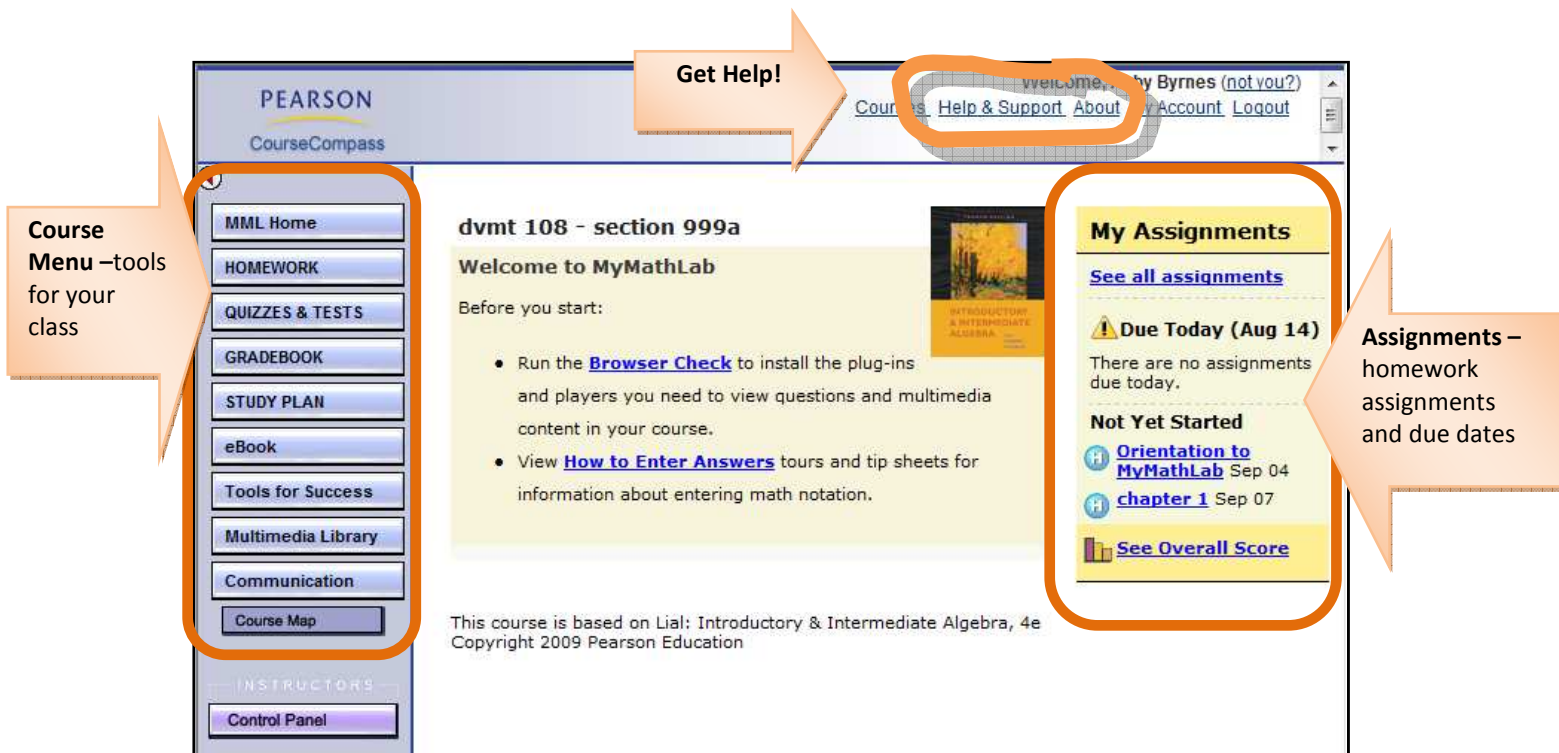
Navigating in CourseCompass / MyMathLab

CourseCompass / MyMathLab is where the students will do all of their work and spend most of their time. CourseCompass is similar to Blackboard, and MyMathLab refers to some of the components within CourseCompass. Many people use the two terms interchangeably.

1. If you are not already in myPearson / CourseCompass, open a web browser and log in to <http://coursecompass.com>
2. Click the name of the course that you want to enter.



3. If you have used the Blackboard course management system, your CourseCompass site will look very familiar:



As the instructor, you will spend most of your time in the Control Panel (students do not have access to this).

eBook - Online Textbook

Let's first look at the online, multimedia textbook.


1. Click the **eBook** link in the course menu on the left.



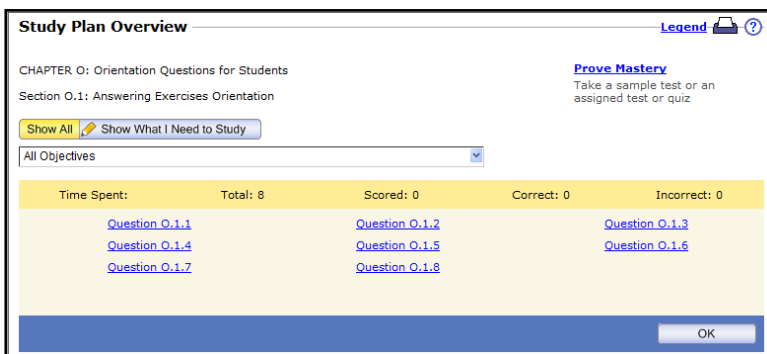
You will want your students to be very familiar with this, and comfortable with using it. Please take time to familiarize yourself with the links.

2. Click "**How do I enter answers?**" so that you will be familiar with how to enter answers for online homework and quizzes. A video will play, and demonstrate how to work in MyMathLab.
3. After the video finishes playing, you can close that window and return to the CourseCompass webpage shown above.
4. Now click **MyMathLab Student Help** to learn how to get help.
5. After you have read through the information about getting help, close that window and return to the CourseCompass webpage shown above.
6. Click the **Math Tutor Center**.

One of the benefits of MyMathLab is that students have free access to an online tutor, from 5pm to midnight.

7. After you have read through this information, close that window and return to the CourseCompass webpage shown above.
8. Click the **orientation questions** link next to the  yellow triangle for "MyMathLab Orientation Questions."

A new window opens, with "Chapter O: Orientation Questions for Students."



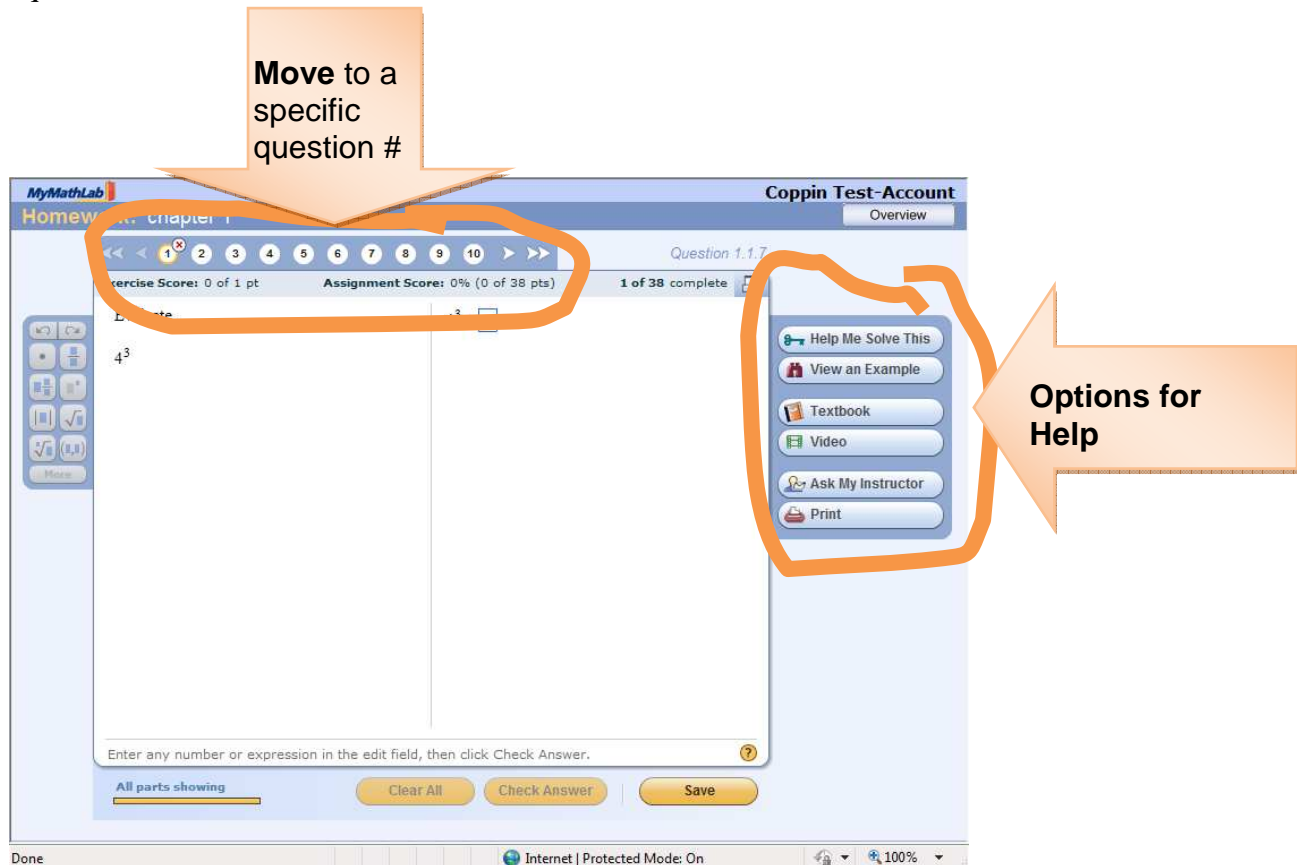
9. Click the link for the first question, **Question O.1.1**.

As the instructor, you are able to access and take any of the quizzes and do the homework problems.






You will want to become very comfortable with this interface. The next section will highlight the important features.

Online homework and tests interface

There are many options to help you as you work through your homework online and take some tests and quizzes.



Be sure to take advantage of the **Options for Help** on the right:

-  **Help me Solve This** - will guide you step by step as YOU solve this problem. This is interactive - you will need to do some calculations as this walks you through the steps to solve the problem.
-  **View an Example** - will show you step by step how to solve this problem.
-  **Textbook** - will take you to the page in the textbook with the information on how to solve the problem.
-  **Video** - plays a video that shows an instructor solving this type of problem.
-  **Ask My Instructor** -- will allow you to send an email message to your instructor about the specific problem you are working on when you click the button.

The Control Panel

Let's first look at the Control Panel, the area where you as the instructor can set up the online homework assignments and grade student work.

1. On your course's page, click the **Control Panel** link in the course menu on the left.

The CourseCompass control panel will look familiar to you if you have used Blackboard. On the left are the Blackboard components: Content Areas, Course Tools, Course Options, and User Management. On the right is the MyMathLab area. Ignore and do not use the Assessment area - - instead, use the links in [MyMathLab](#).

COURSES > DVMT108 - SEC 001 > CONTROL PANEL

BYRNES72848: DVMT108 - sec 001 - Abby Byrnes (Instructor)

Blackboard!

Do Not Use!

MyMathLab

MyMathLab

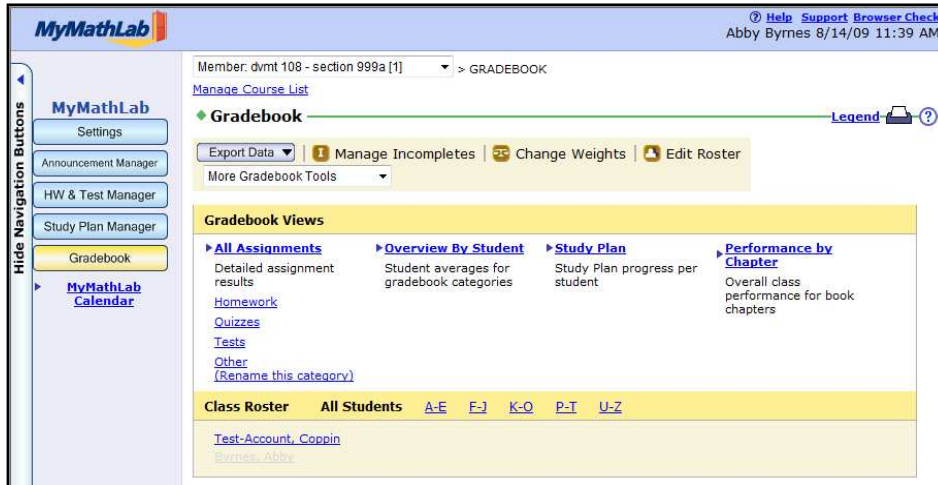
CourseCompass is basically Blackboard!

POWERED BY Bb Blackboard

CourseCompass Blackboard Learning Management System™ (Release 6) - 6.2.3.23
Copyright © 1997-2007 Blackboard Inc. Patents Pending. All rights reserved.
Accessibility information can be found at <http://access.blackboard.com>.

Gradebook

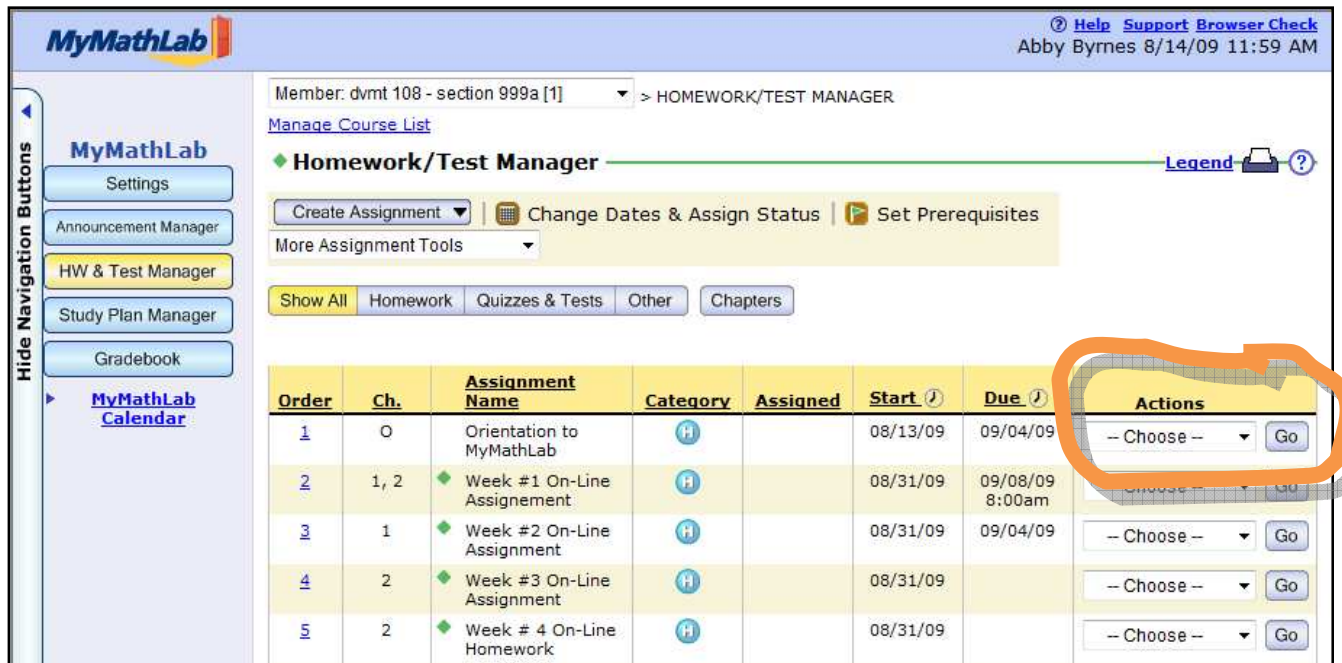
From the Gradebook, you can access and grade the work that students have completed. You can also add homework assignments, create quizzes and tests, and more.



Assign a homework set

1. Click the **HW & Test Manager** link on the left.

You will see several Homework assignments have already been created. However, none have been assigned -- notice that the column "Assigned" is blank. When a homework is assigned, you will see a green check mark in the Assignment column.



2. Next to the first assignment, "Orientation to MyMathLab" click the "--Choose--" actions drop-down list and select **Assign**, then click **Go**.

You will see a  green checkmark in the Assigned column. Students will now see this Assignment and be able to work on it.

Change assignment options - for the whole class

You may decide to change an assignment for the whole class, or just for one student. For example, you may decide to give the entire class an extra day to work on a homework set. Follow these steps to change the assignment options for the whole class.

3. In the HW & Test Manager, click the "--Choose--" actions drop-down list and select **Settings for Class**, then click **Go**.

◆ Edit homework Legend

1 Start 2 Add/Remove Content 3 Choose Settings

Name Orientation to MyMathLab
Book Lial: Introductory & Intermediate Algebra, 4e

Availability Options

Available 8/13/2009 12:00 AM Current courses time: 2:14pm
Time zone: (GMT-05:00) Eastern Time (US & Canada) [Change...](#)

Due 9/4/2009 11:59 PM

Allow students to continue to work and change score after due date
 Require password after due date

Chapter Associations Display with assignments from chapter(s): 0 [Change...](#)
Note: This assignment covers material from chapters 0

Access Controls

Prerequisite None Min. score % (optional)

Attempts per question Limit number of times students can work each question to

Presentation Options

Save Values Save question values and student answers

Printing Allow students to print this homework assignment

Learning Aids [See List](#) [Change...](#)
 Show in Review mode only

Scoring Options

Partial Credit Allow partial credit on questions with multiple parts

Other

Importing Allow other instructors to import this assignment

Cancel Save Save & Assign

4. You can change the date that the assignment is first available to students, when it is due... you could assign a "Prerequisite" such as completion of another homework assignment...
5. After you make the changes, click **Save & Assign**.

Change assignment options - for an individual student

You may decide to change an assignment for the whole class, or just for one student. For example, you may decide to give the entire class an extra day to work on a homework set. Follow these steps to change the assignment options for the whole class.

6. In the HW & Test Manager, click the "--Choose--" actions drop-down list and select **Settings for Class**, then click **Go**.

◆ **Individual Student Settings** Legend

Orientation to MyMathLab

Class Assignment Settings

Status Assigned **Homework Access** Allow students to work and change score after due date
No password set

Start Date 08/13/09 12:00am **Attempts per question** Unlimited Attempts

Due Date 09/04/09 11:59pm

Individual Student Settings

Modify assignment settings for individual students in the list below. Click Add/Remove Students from List to choose the students who appear in the list.

To prevent an assignment from contributing to a student's results, omit this assignment for that student in the Gradebook.

Add/Remove Students from List

Students	Assigned	Start	Due	Homework Access	Attempts per question
You have not created any individual student settings. To modify settings for individual students, click Add/Remove Students from List above.					

Cancel/Done Update

- Click **Add/Remove Students from List**.
- Click the name of the student(s) you want to make individual settings for and click the **Add** button.

Select students, then use the Add and Remove buttons to manage the list of students needing individual settings.

Students with Class Settings

All Students [A-E](#) [F-J](#) [K-O](#) [P-T](#) [U-Z](#)

Shaw, William
Test-Account, Coppin
Byrnes, Abby

Students with Personalized Settings

Add **Remove**

Cancel OK

- Click **OK** to close the list of student names.
- You can now change the assignment settings for the student(s) you selected. You can Unassign the homework, change the due date, etc.

Students	Assigned	Start	Due	Homework Access	Attempts per question
Test-Account, Coppin Remove	<input checked="" type="radio"/> Assigned <input type="radio"/> Unassigned	08/13/09 12:00am	09/04/09 11:59pm	<input checked="" type="checkbox"/> Allow students to work and change score after due date. Password (optional): <input type="text"/>	<input type="checkbox"/> Limit number of times students can work each question to <input type="text"/>

Cancel/Done Update

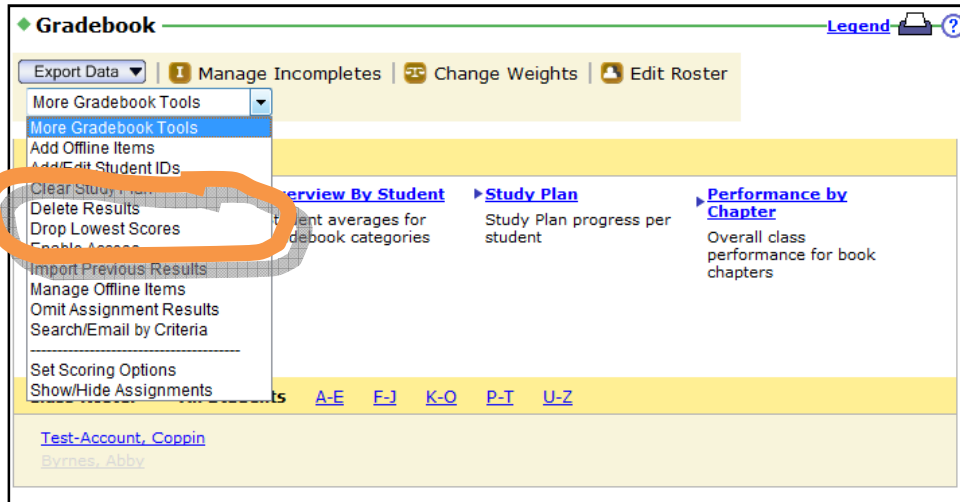
- After you make the changes, click **Update**.

Change gradebook settings - drop lowest grades

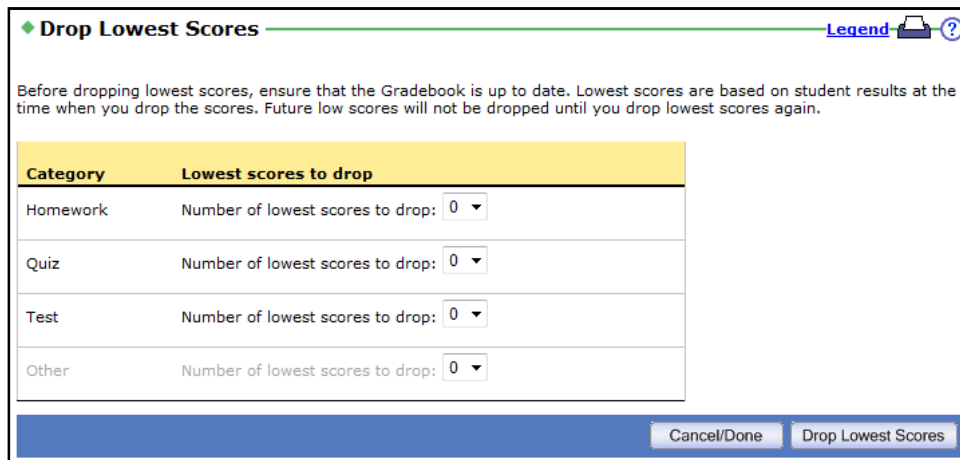
At the end of the semester, you may decide to drop the lowest grade for each student in the homework category. These are the steps to follow.

12. Go to the Gradebook.

13. From the "More Gradebook Tools" drop down list, select **Drop Lowest Scores**.



14. Select the number of lowest scores to drop in each category.



15. Once you have made your selections, click **Drop Lowest Scores**.

View overall class averages, and how a particular student is progressing

In the Gradebook, you can click **All Assignments** and get a sense of how the whole class is doing.

The screenshot shows the MyMathLab Gradebook interface. In the 'Gradebook Views' section, the 'All Assignments' link is circled in orange. Other visible links include 'Overview By Student', 'Study Plan', and 'Performance by Chapter'. The interface also shows navigation buttons like 'Settings', 'Announcement Manager', and 'HW & Test Manager'.

You can also drill down and see how a particular student is progressing in the course.

The screenshot shows a detailed view of the Gradebook. A table displays class averages and individual student progress. The student 'Test-Account, Coppin' is circled in orange. The table includes columns for 'Overall Score', '# of Results', and weekly homework scores.

Class Roster	Overall Score	# of Results	Week #6 On-Line Homework	Week #7 On-Line Homework	Orientation Pre Homework	Week #8 Homework	chapter 1
Percent of overall score	-	--	2.7%	2.7%	2.7%	2.7%	2.7%
Class Average	0%	--	--	--	--	--	0% TA
Class Median	0%	--	--	--	--	--	0%
# of Results	--	2	--	--	--	--	1
Test-Account, Coppin	0%	2	--	--	--	--	0%
Byrnes, Abby	--	--	--	--	--	--	--

After you click the student's name, you will see their detailed progress.

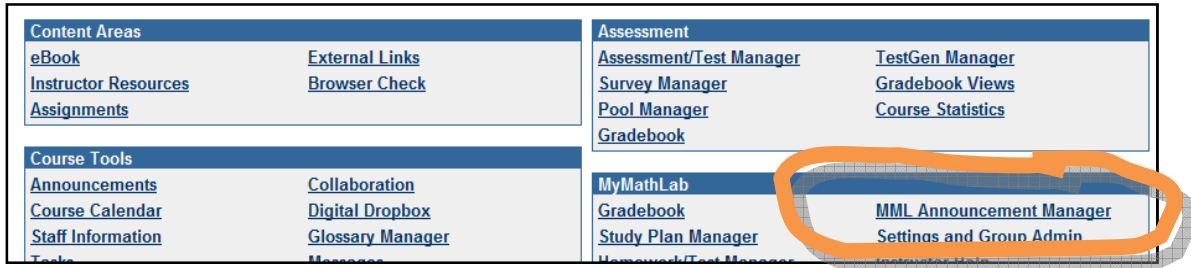
The screenshot shows the 'Results' page for a student. It displays the overall score (0%) and a table of results from the entire course to date. The table includes columns for 'Correct/Total', 'Score', 'Time Spent', 'Date Worked', and 'Actions'.

Results from entire course to date.	Correct/Total	Score	Time Spent	Date Worked	Actions
Chapter R-A (Sample Test) Review	18.7/25	74.7%	8m	08/13/09 7:35pm	-- Choose -- Go
chapter 1 Review	0/38	0%	10m	08/13/09 7:25pm	-- Choose -- Go
Orientation to MyMathLab Review	0/8	0%	<1m	08/13/09 6:26pm	-- Choose -- Go
Chapter 1-A (Sample Test) Review	--	--	incomplete	08/13/09 6:18pm	-- Choose -- Go

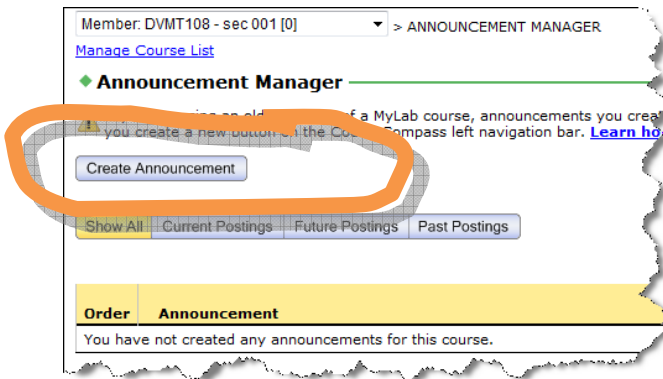
Create an Announcement

You can easily communicate important information with the students in your class by using the CourseCompass “Announcement” feature. When you create an announcement, it is posted to the course site, and you have the option to additionally email it to the students.

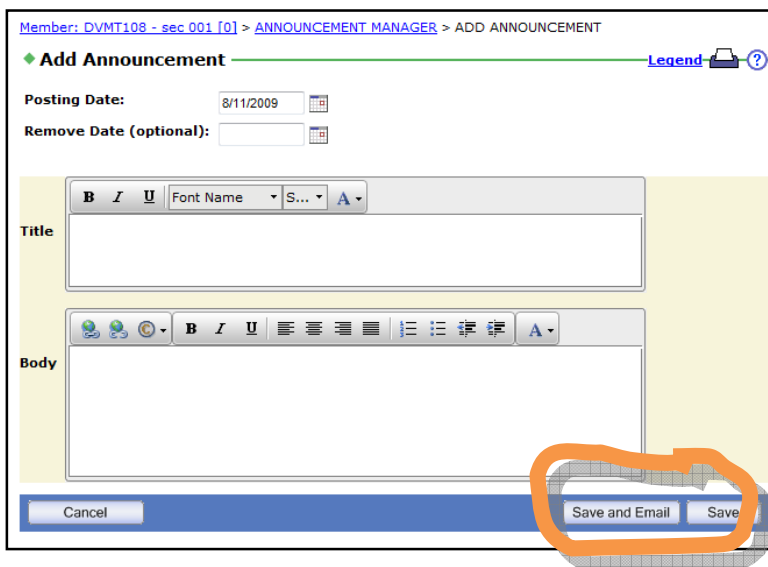
1. From your course site in CourseCompass, click **Control Panel**.
2. Click the **MML Announcement Manager** link in the MyMathLab panel on the right.



3. Click the **Create Announcement** button.



4. Type a Title for the announcement, then type the announcement message in the Body field.

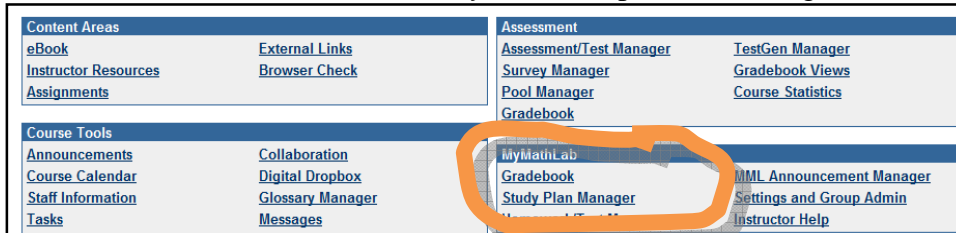


5. Click **Save and Email** to post this announcement in your course site, and email it to all the students.

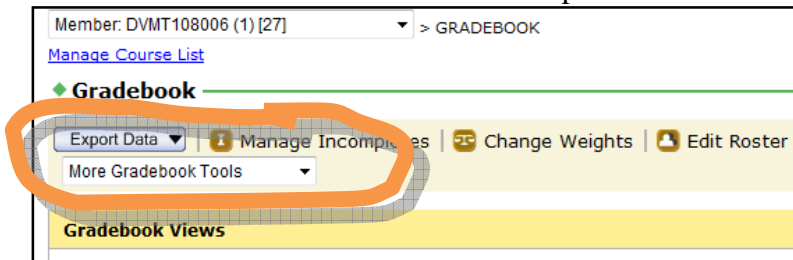
Send status update emails (to selected students)

You can easily communicate important information with the students in your class by using the Gradebook. You can select to communicate with all students... or, you might choose to send a message to students whose current average grade is above or below a certain threshold.

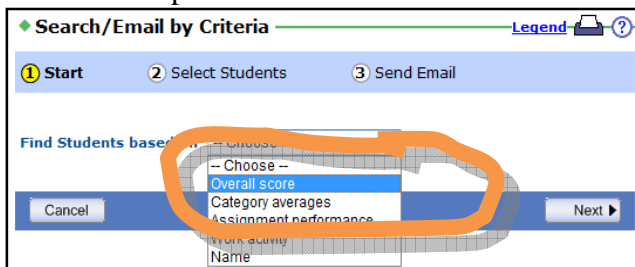
1. From your course site in CourseCompass, click **Control Panel**.
2. Click the **Gradebook** link in the MyMathLab panel on the right.



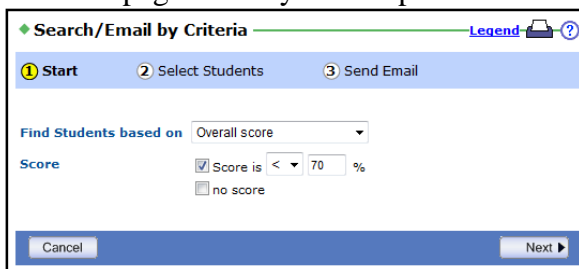
3. Click the **More Gradebook Tools** drop-down menu.





4. From the drop-down list, select **Search/Email by Criteria**.
5. Click the drop-down list "--Choose--" and select **Overall score**.



6. The web page shows you the option to Find Students based on Overall Score < 70%.



7. Click **Next**.
You will see a list of students who fit that criteria.

◆ Search/Email by Criteria [Legend](#)  

1 Start 2 Select Students 3 Send Email



Find Students based on Overall score
Score < 70%

[Export search results for selected students](#)

<input checked="" type="checkbox"/>	Students	Login Name	Overall Score
<input checked="" type="checkbox"/>	Becker, Tom	abecker@coplin.edu	43.7%
<input checked="" type="checkbox"/>	Becker, Charles	abecker@coplin.edu	69.2%
<input checked="" type="checkbox"/>	Becker, Alice	abecker@coplin.edu	42.9%

Cancel ◀ Back Next ▶

8. Click **Next**.
9. Type a **Subject** for the message, and then type a message in the **Message** field. Encourage students to seek help in the Math Resource Center in Grace Jacobs 206. (Or perhaps to schedule an appointment with you, or one of the Student Learning Assistants, to get some one-on-one help.)

◆ Search/Email by Criteria [Legend](#)  

1 Start 2 Select Students 3 Send Email

Find Students based on Overall score
Score < 70%

To: [View/Remove Students](#) (12 student(s) selected)
▶ Students see only their own email address in the To: field.

From:
▶ You will receive a copy of the message with a list of recipients.

Cc:

Subject:

Message:
I'd like you to stop in the Math Tutoring Center on the second floor of Grace Jacobs, room 206. Mr. Thomas and Mr. Booker can help you to learn math more effectively, so that you can improve your grade in this course.

Sincerely,
Prof. Byrnes

Attachments:

Cancel/Done ◀ Back Send Email ▶

10. When you are satisfied with your email message, click **Send Email**.

The literature suggests that communicating regularly with students about their progress in the course can help them stay on track and succeed.

We recommend that you send a weekly email to the students in the following categories:

Overall Score	Sample Message
< 70	<p>It looks like you are struggling and need some help in the course. Be sure to put in at least 10 hours a week working on your math homework and reading the textbook. And be sure to take advantage of the multimedia resources available in MyMathLab.</p> <p>I would like you to make an appointment to see one of the tutors in the Math Tutoring Center, in Grace Jacobs 206. I think they can help you to be successful in this course.</p> <p>Please see them this week.</p> <p>Best regards, Prof. Byrnes</p>
≥ 70	<p>Keep up the good work! You currently have a passing grade in the course -- keep studying, using the online math textbook and other resources to help you continue to be successful.</p> <p>If you need help, there are many places to go to:</p> <ul style="list-style-type: none">- Math Tutoring Center, Grace Jacobs 206- Online math tutoring from MyMathLab <p>Take care, Prof. Byrnes</p>

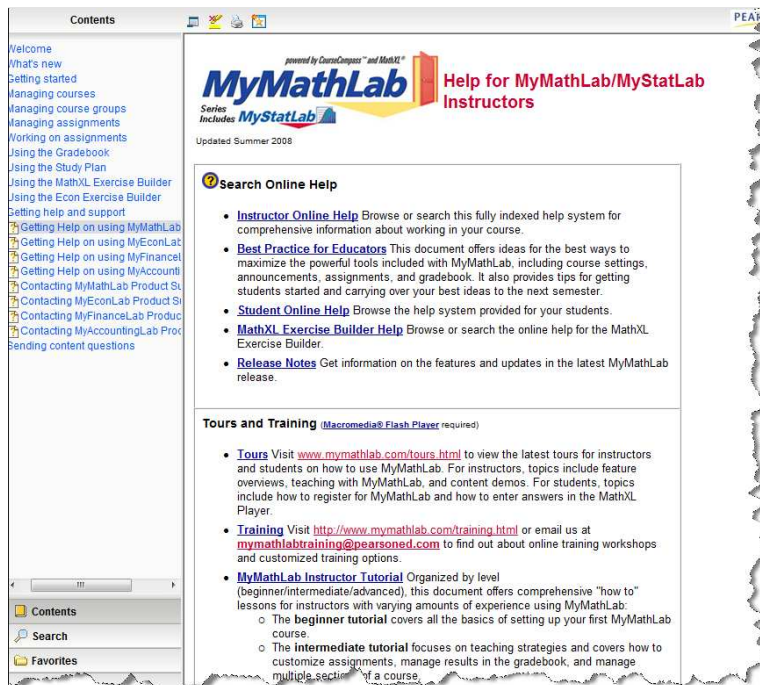
Getting Help

You may sometimes need help with CourseCompass / MyMathLab. Pearson offers a number of support options for you and for students.

1. In the Control Panel, click the **Instructor Help** link in the MyMathLab section.

Content Areas eBook Instructor Resources Assignments	External Links Browser Check	Assessment Assessment/Test Manager Survey Manager Pool Manager Gradebook	TestGen Manager Gradebook Views Course Statistics
Course Tools Announcements Course Calendar Staff Information Tasks	Collaboration Digital Dropbox Glossary Manager Messages	MyMathLab Gradebook Study Plan Manager Homework/Test Manager	MML Announcement Manager Settings and Group Admin Instructor Help

2. You can browse the Contents listed on the left, such as "Managing Assignments."



3. You can search for an answer to your question by clicking the **Search** link in the lower left.

4. You can contact MyMathLab Educator Support at **(888) 695-6577**

Mon-Thu, 9am to 10pm

Fri, 9am to 5pm

Sun, 5pm to 10pm

(All times are Eastern Standard Time, U.S. and Canada)

5. There are additional contact methods available, such as **Live Chat** and a web-based help form

http://www.mymathlab.com/contactus_inst.html

Support for Students:

Webpage: http://www.mymathlab.com/contactus_stu.html

Students can contact MyMathLab Support at **(800) 677-6337**

Mon-Fri, 8am to 8pm

Sun, 5pm to midnight

(All times are Eastern Standard Time, U.S. and Canada)

Additional Resources for Faculty:

- On-campus help desk for faculty and staff - troubleshooting computers on campus, smart classrooms:
410-951-3888
- 24 x 7 HelpDesk for faculty and students who need help with Blackboard, Tegrity and TurnItIn:
866-886-4911