MyMathLab for Blackboard: Getting Started for Instructors

Installing a MyMathLab content cartridge

If you are responsible for installing the MyMathLab content for your course, you need to download the MyMathLab content cartridge into your Blackboard course. If you are using a preexisting template, this step has already been done and YOU DO NOT NEED TO DO THIS.

To install the cartridge, take these steps for each course that you are teaching:

1. Enter the course and click Control Panel on the course menu.
2. Click Import Course Cartridge.
3. In the space provided, enter the cartridge download key that you received from Pearson Education and click Submit. You will receive a confirmation message.

Allow approximately 30 minutes to download and install the content. During this time, you should not click into the course to check the progress. You will receive an email when the download is complete.

Copying MyMathLab content into existing courses

The following instructions are for schools using Blackboard 7. If your school uses Blackboard 6.3, you only need to download cartridge content into each section, as described above.

If you are responsible for copying MyMathLab content from one of your courses into existing courses without MyMathLab content, take these steps.

1. Enter the course with MyMathLab content and click Control Panel in the course menu.
2. Click Course Copy.
3. Click Copy Course Materials into an Existing Course.
4. Enter the Course ID of the course where the content will be copied.
5. Check all of the content areas under Select Course Materials.
7. Check Course Cartridge Materials.
8. Click Submit.

Setting up the MyMathLab course

After the MyMathLab content cartridge is installed or copied to your course, you need to set up and synchronize the courses between the Blackboard server and the MyMathLab server. To do this, take these steps:

1. Enter the course and click Control Panel on the course menu.
2. Click MML Settings and Group Admin.
3. Click Submit on the next page to open the course creation wizard and follow the steps for using the wizard outlined in the next sections.

Step 1: Start

In step 1 of the wizard, you select a course type:

- **Standard** - A single course that has no relation to other courses.

- **Coordinator** - A course used as the template for the members of a course group. For example, if you have several sections of one course, you can set up a coordinator course to manage all the sections, which are the members of the course group. When its owner edits the coordinator course, those changes are propagated to all the member courses. Students are not enrolled in coordinator courses.

- **Member** - A course associated with a coordinator course. The member course is managed by the coordinator course and is part of a course group. Students are enrolled in the member courses. This option appears only if there is a coordinator course set up that uses the same book and is located on the same server as the course you are currently setting up.

You cannot convert a coordinator course to a standard course when member courses are in its course group.

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

Step 2: Instructor

In step 2 of the wizard, you select the instructor for the course from the Instructor dropdown menu.
All instructors enrolled in the course are listed in the dropdown menu. The instructor you select becomes the course instructor and is the only user who has access to the Edit Course wizard from this point forward. The other instructors enrolled the course now have TA status.

If you are the instructor, you can return to this step in the Edit Course wizard at a later time and select a different instructor. If you do so, your status changes to TA, and the newly selected instructor is subsequently the only user with access to the Edit Course wizard.

To go to the next page of the wizard, click Next on the lower right or click step 3 at the top of the page.

Step 3: Availability

In step 3 of the wizard, you can:

- Use the Time Zone dropdown list to select the time zone you want to use for your course.

- Check the Automatically Adjust for Daylight Savings Time box to use Daylight Savings Time.

To go to the next page of the wizard, click Next on the lower right or click step 4 at the top of the page.

Step 4: Group Admin

In step 4 of the wizard, you set options for course groups when you are setting up a coordinator course.

For coordinator courses, select Allow member courses to remove themselves from the group to let the instructors of member courses remove themselves from the group.

If member courses are listed in the table, the owner of the coordinator course can click Remove from group to detach a member course from the course group. If the coordinator course allows members to remove themselves, the owner of a member course can click Leave this group to remove the course from the course group.

To go to the next page of the wizard, click Next on the lower right or click step 5 at the top of the page.

Step 5: Coverage

In step 5 of the wizard, you choose what parts of the textbook you want to include in your course.
The table on this page shows the chapters of your textbook. You can see the sections within a chapter by clicking on the name or on the plus sign next to the name. If your course includes objectives, you can click a section name or on its plus sign to view the section objectives.

To expand the entire table of contents, click **Expand All** at the top of the table. By default, all the parts of your textbook are selected for inclusion in your course. Uncheck a chapter, section, or objective to remove it from your course.

When you remove a chapter or section, any subsections it contains are also removed from the course. The content areas are not included in unassigned sample tests, homework assignments, student Study Plans, the multimedia library, or the online test bank.

The learning aids provided for each part of the course are shown in the right column of the table.

To go to the next page of the wizard, click **Next** on the lower right or click step 6 at the top of the page.

**Step 6: Learning Aids**

In step 6 of the wizard, you select what learning aids you want to be available to your students when they do homework or work in their Study Plan. Step 6 does not appear when your course does not include learning aids.

By default all learning aids are available. You can uncheck the box next to any of the learning aids that you want to exclude from your course. Click **View sample** to see an example of the learning aid.

When you have made your changes in the Course Creation wizard, click **Save** to return to the Course Settings Summary page.

**Importing assignments to MyMathLab for Blackboard from MyMathLab in CourseCompass**

If you previously created assignments in MyMathLab for CourseCompass, you can import those assignments into a MyMathLab for Blackboard course if you are using the same textbook for both courses. To do so, take these steps:

1. Log in to the CourseCompass course and do the following:
   a. Go to the Homework / Test Manager.
   b. In the More Assignment Tools drop-down menu, select **Change Assignment Settings**.
c. Make sure all of the assignments there are available for import; if not, select all in the Import column and click Update.

2. Log in to the MyMathLab for Blackboard course and do the following:
   a. Click Create Assignment.
   b. Select either Import/Copy Homework from another course or Import/Copy Quizzes & Tests from another course, depending on the type of assignment.
   c. Select either Homework from any MyLab/XL course in another instructor's account or Quizzes & Tests from any MyLab/XL course in another instructor's account, depending on the type of assignment.
   d. Select CourseCompass/XL from the drop-down list.
   e. Enter your CourseCompass login name and password.
   f. Click Submit.
   g. Your assignments are displayed on the next page. Select the assignments you would like to import and click Submit.

Your assignments should now be available within your course.

**Importing assignments from a previous MyMathLab for Blackboard course**

If you previously created assignments in a MyMathLab for Blackboard course, you can import those assignments into another MyMathLab for Blackboard course if you are using the same textbook for both courses. To do so, take these steps:

1. Log in to the earlier MyMathLab for Blackboard course and do the following:
   a. Go to the Homework / Test Manager
   b. In the More Assignment Tools drop-down menu, select Change Assignment Settings.
   c. Make sure all of the assignments there are available for import; if not, select all in the Import column and click Update.

2. Log in to the course where you want to import the assignments and do the following:
   a. Click Create Assignment.
   b. Select either Import/Copy Homework from another course or Import/Copy Quizzes & Tests from another course, depending on the type of assignment.
   c. Select either Homework from my courses for this book or Homework from my courses for this book, depending on the type of assignment.
   d. Click Submit.
   e. Your assignments are displayed on the next page. Select the assignments you would like to import and click Submit.
Your assignments should now be available within your course.

Creating new Coordinator courses each semester

The best way to create new Coordinator courses each semester is to create a master course that contains the MyMathLab for Blackboard content and assignments. You make this course a Standard course using the MML Settings and Group Admin functionality. At the beginning of a new semester, you can copy this master course and make the copy the Coordinator course for the new semester.

If you do not have a master course, you can copy your current Coordinator course to be used next semester. To do this, take these steps:

1. Enter the current Coordinator course and click Control Panel in the course menu.
2. Click Course Copy.
3. Click Copy Course with Users (Exact Copy).
4. On the next screen, enter the Course ID that will be used for the next semester’s Coordinator course and click Submit. You will receive a confirmation message. Allow approximately 30 minutes for Blackboard to copy and install the content. During this time, you should not click into the course to check the progress. You will receive an email when the copy process is complete.
5. Enter the newly created course and click the Control Panel in the course menu.
6. Click Settings and then Course Name and Description.
7. Give the course a new name and click Submit.
8. Return to the Control Panel for this course and click MML Settings and Group Admin.
9. Click Submit on the next page to open the course creation wizard.
10. Make sure that Join the course group for one of my own coordinator courses is selected and then select the previous semester’s Coordinator course from the drop-down list.
11. Click Save in the lower, right-hand portion of the screen.
12. Return to the previous semester’s Coordinator course and click Control Panel in the course menu.
13. Click MML Settings and Group Admin.
14. On the Course Settings Summary page, find Group Admin and click the Edit link to the right.
15. Find the new semester’s Coordinator course and click **Remove from group**. Then click **OK**. The course is now removed from the current group.

16. Return to the new semester’s Coordinator course and click **Control Panel** in the course menu.

17. Click **MML Settings and Group Admin**.

18. On the Course Settings Summary page, click the **Edit** link to the right of General Settings.

19. On the next page, select **Coordinator** from the drop-down menu and click **Save**.

**How students access MyMathLab for Blackboard content**

Students receive their username and password for your Blackboard server from your institution. When they log in to Blackboard, students will see your course in their course list.

When students enter your course, they can view all the content that is not protected by the access code requirement. The first time students click on MyMathLab content, they will be prompted to enter the access code that came bundled with their textbook. After a student has successfully entered the access code, the student can use all of the MyMathLab content and tools in your course. Students only need to enter the access code the first time they enter MyMathLab.

**MyMathLab for Blackboard Student Online Purchase**
If your Blackboard server is registered with Pearson Education to support MyMathLab online purchase, students can purchase access to MyMathLab for Blackboard content online directly from your course. If a student does not have an access code, they can click a link to purchase access online. When students complete the purchase, they get immediate access to the MyMathLab content.

To register your Blackboard server for MyMathLab online purchase, you need to provide the Blackboard Client ID for your Blackboard server. You can obtain the ID information from the Blackboard System Administrator for your institution. Pearson uses the Client ID to approve your Blackboard server for purchasing functionality and to relay confirmation of a student’s purchase back to your Blackboard server.

**Tips and Troubleshooting**

*How can students access MyMathLab content when they register for one section and then transfer to another?*

Students who have registered for one section and then transfer to another section that uses the same textbook need a new access code to access MyMathLab content in the new
In this case, instructors can contact Pearson Education to get new access codes for students who have previously purchased access to MyMathLab content for that textbook.

*What do I do if my students see the message: “You are not permitted to access this course”?*

Blackboard servers send roster information to the MyMathLab servers to synchronize the roster data between the two systems. At times, this data can get temporarily out-of-sync. For example, if students have just been added to the Blackboard course, the MyMathLab system may not have been updated with their information yet. In this case, the students see an error message saying that they are not permitted to access the course.

To fix this problem, the instructor for the course can go to the Control Panel and click on the MML Gradebook. This action forces the Blackboard system to send the updated roster information to the MyMathLab system and the students will be able to access their assignments.