CONTENTS

Registering

Items you need:

- **Valid email address.**

  You may use any valid email address. If you do not have an email, all MCC students automatically have one upon registering for courses. To find out about your MCC email, go to the MCC web page (www.monroecc.edu); click on the "A-Z Index"; click on "E"; click "E-mail (Students)" and follow instructions.

- **Course ID**

  Provided by your instructor: _____

  (A course ID looks like this: basnayake1234)

- **Student Access Code**

  Your student access code is supplied beneath a pull-tab, located inside your MyMathLab Student Access kit. A student access code looks like this:

  HAHTW-FORRM-PAPER-BLASÉ-PENCH-WARMD

  NOTE: If you bought your text used you can purchase only the access code at the book store. If you bought your text new, then the access code is part of your new text book purchase.

Registering for MyMathLab in CourseCompass:

- **Keep the following in mind**

  - If your registration session is interrupted for any reason you can always go back and restart. Your access code is valid until you complete your registration.

  - If you need to change any information simply use the browser buttons to navigate to the desired page and make your edits.

  - Once the process is complete, you will have a new student account and be enrolled in a MyMathLab online course.

- To register

- Go to www.CourseCompass.com and click the **Register** button for students.

- Click **Next** to register using your student access code

- Select *No*, **I am a new user**. (You will create a login name and password later in this process)

- Type in your six word access code, one word in each box. Do not type the dashes.

- Enter the zip code of MCC (14623)

- Select the country where your school is located

- Click **Next**

o Type your course ID in the **Course ID** box.

*Course ID

A Sample Course ID looks like: Lastname63298

o Click **Next**

o Enter your personal information. It is important that you enter this information correctly for the online grade book feature to work and for your grades to be recorded correctly.

* First Name

Jane

* Last Name

Doe

* Email Address

myname@mycollege.edu

Your registration confirmation and other important information will be sent to the email address you provide.

o Select Monroe Community College from the drop down list

o Create a login name and password. Your login name and password must be at least 4 characters long and cannot have blank spaces.
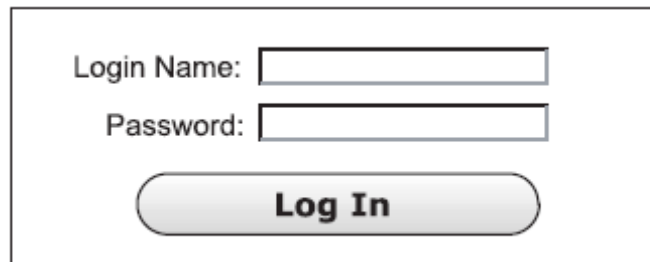
* Create a Login Name

* Create a Password

* Re-type your password

Once you are registered you will receive an email confirming your login ID and password. You will need your login name and password every time you access MyMathLab.

- o   Select a security question

- o   Review the licence agreement and privacy policy and click **Next**

- o   Congratulations – you are done! You may now log in to confirm that your registration was successful.

Logging into MyMathLab

- o   Go to www.CourseCompass.com and click the **Log In** button for students.

- o   Enter the login name and password you created during the registration process and click **Log In**.

If you ever forget your login name or password, click the Forgot your login name/password? Link on the Log In Page.

- o   To enter your course click the course name from the **Courses** list on the far left.

Accessing MyMathLab on Campus

- o   You may use any of the computer in the learning centers to access CourseCompass and MyMathLab

- o   Make sure you use the desktop shortcut and not internet explorer to access the site

Using internet explorer directly will prevent you from using MyMathLab due to firewalls and other generalized settings. The desktop shortcut is specifically designed to give smooth access.

Accessing MyMathLab from home

MyMathLab may be accessed from home computers. Log in to MyMathLab, select the course, and click the **Installation Wizard** like on the far left and follow the instructions.

General guidelines:
- Make sure your computer does NOT block pop-ups. If it blocks pop-ups, your test/homework will not come up.
- Login to CourseCompass
- Click the link that says "Get the TestGen Plug-In"
- On the left margin, click the link "TestGen Plug-In verification page"
- Click the "Test that the plug in is installed correctly..." link
- Be patient – if all is well a test page should pop up. If a correct test page does not show up, you may want to reinstall the plug in.
- Note that the software works best with MS Explorer.

Note that I cannot solve any installation or operational problems that may arise at home. You are responsible for all aspects of installing all software and running the program on your home computer. Not having access to the site from home is not an excuse for not being able to do the assignments on time.

Using MyMathLab

1. Go to the MTH electronic learning center 11-206.

2. On the desktop of the computers in 11-206 there should be a shortcut to "CourseCompass". Double click the shortcut. This should take you directly to www.CourseCompass.com. **IMPORTANT**: IF YOU GO TO COURSECOMPASS ANY OTHER WAY YOUR QUIZ WILL NOT WORK ON CAMPUSS.

3. Login to CourseCompass

4. From the main welcome page, click on the course link (see example below).
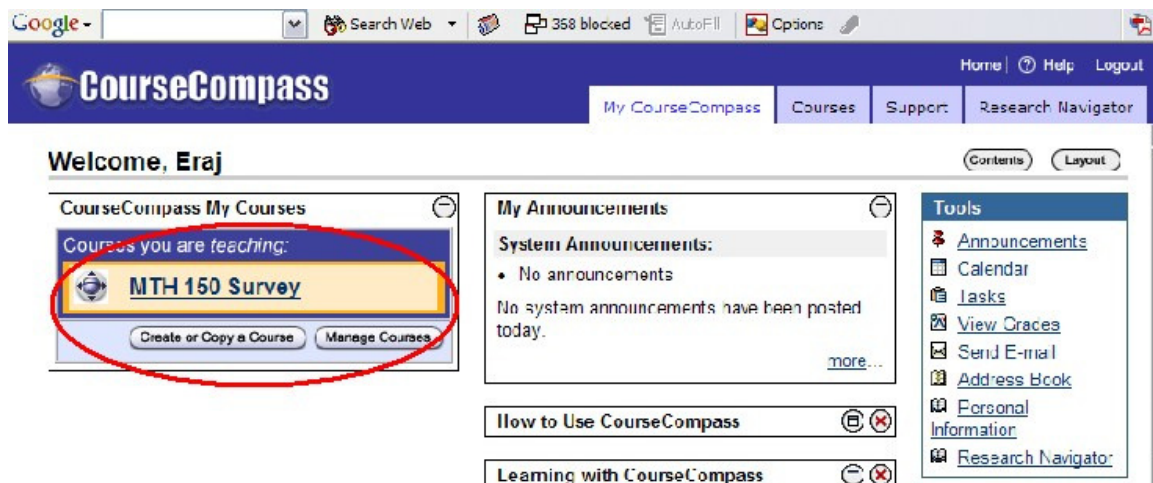
5. The buttons on the left of the new page let you navigate through the online content of this course. A brief explanation of some of these buttons follows:
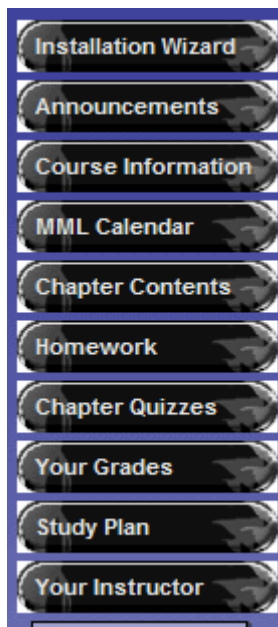
Installation Wizard:
Guides you through the software installation process for your home computer.

Course Information:
Links to copies of the course syllabus and other course information.

MML Calendar:
Overview of due dates for homework and online chapter quizzes.

Chapter Contents:
Online lectures and chapter contents.

Homework:
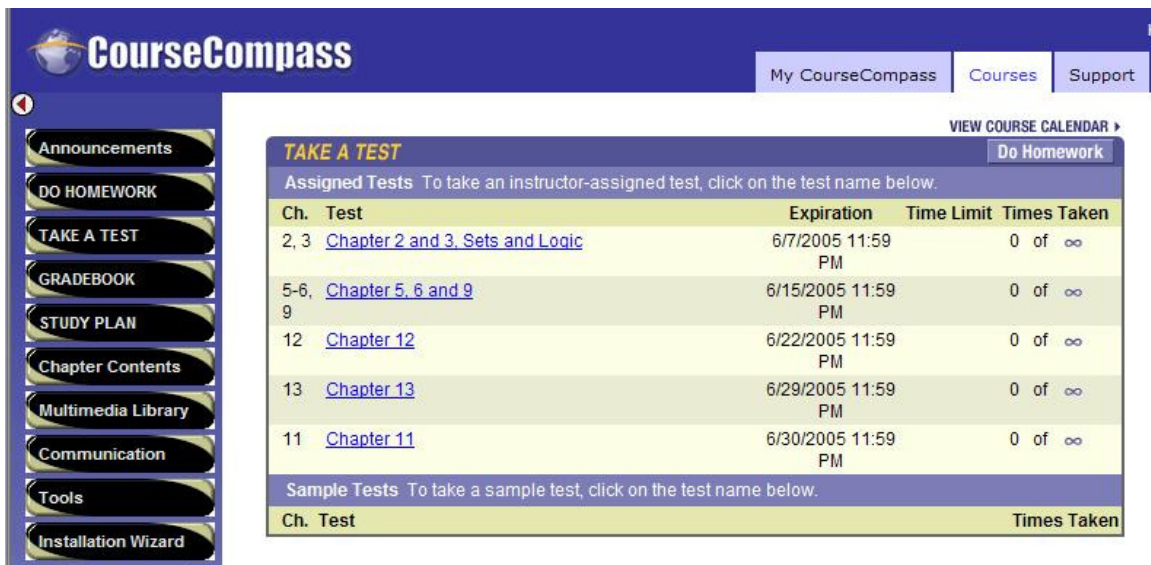Online Homework. An important part of your grade!

Chapter Quizzes:

Online chapter quizzes. An important part of your grade!

Your Grade:
Your current grade. Will have both your online and offline grades.

Taking a Test/Quiz

6. To take a quiz press the "Chapter Quizzes" link in step 5. The following screen shows you all the test/quizzes for your course along with their expiration dates and the number of times the test has been taken.

7. To take a Quiz simply click the link. This should lead you to the following screen. Press the "Start Test" button. (DO NOT DOUBLE CLICK ON "Start Test" – one click only)
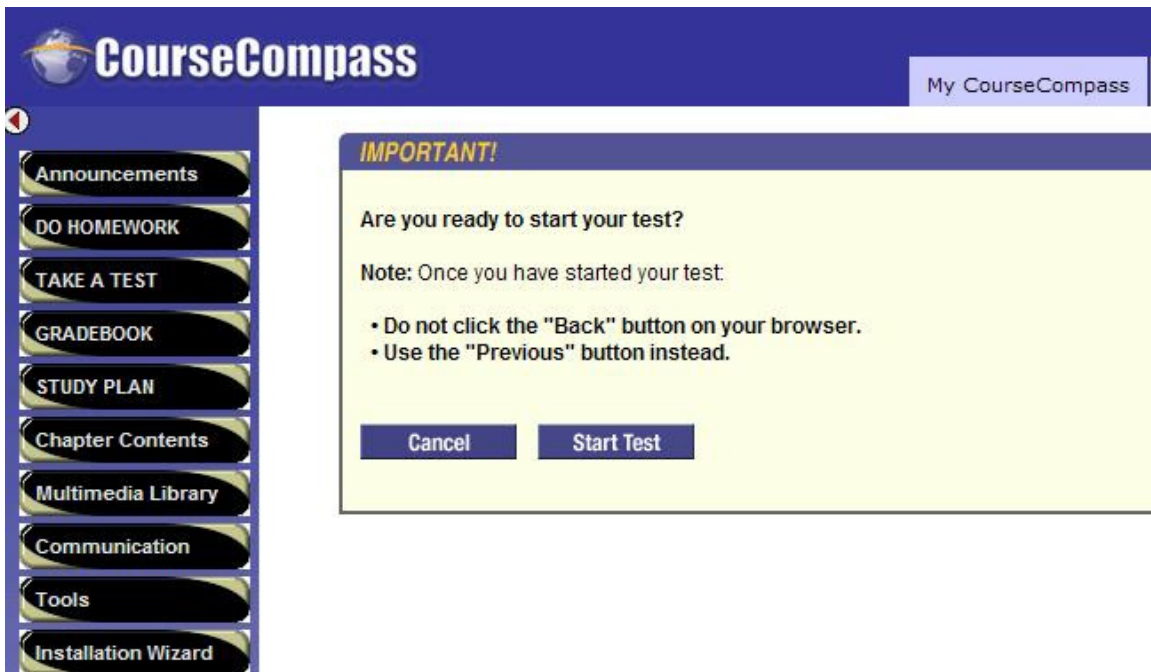
8. This should lead to the following screen.
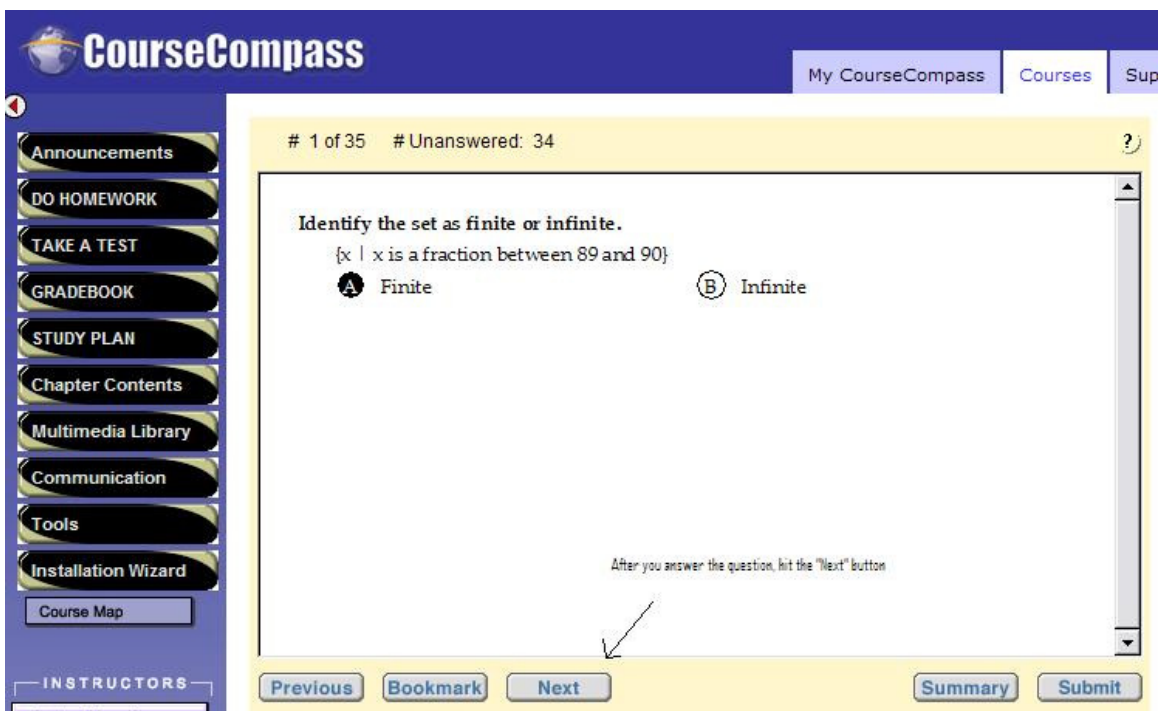
Answer the question by simply clicking on the answer with the mouse. Click the "Next" button to submit your answer and move onto the next question. Click the "Submit" button only when you are done with the test and you want your scores recorded. Once you submit your test you will have an opportunity to print the test along with the solutions. You may want to do so. There may be a limit to the number of times you may redo a test prior to the expiration date. However, only the highest grade will be recorded towards your overall grade.

Note: IF ALL YOU SEE IS A RED X IN THE UPPER LEFT-HAND CORNER when you click on the link below, run the Installation Wizard on your computer to install the necessary plug-ins!

Doing Homework

To do homework simply select "HOMEWORK" in step 5. The following screen shows you all the homework for your course along with their expiration dates.

Ch.	Homework	Due	Handed in
2	2.1	6/7/2005 11:59 PM	
2	2.2	6/7/2005 11:59 PM	
2	2.3	6/7/2005 11:59 PM	
2	2.4	6/7/2005 11:59 PM	
2	2.5	6/7/2005 11:59 PM	
3	3.1	6/7/2005 11:59 PM	
3	3.6	6/7/2005 11:59 PM	
5	5.3	6/15/2005 11:59 PM	
6	6.1 and 6.2	6/15/2005 11:59 PM	
9	9.3	6/15/2005 11:59 PM	
9	9.4	6/15/2005 11:59 PM	
11	11.1	6/30/2005 11:59 PM	
11	11.2	6/30/2005 11:59 PM	
11	11.3	6/30/2005 11:59 PM	
12	12.2	6/22/2005 11:59 PM	
12	12.3	6/22/2005 11:59 PM	
12	12.4	6/22/2005 11:59 PM	
12	12.5	6/22/2005 11:59 PM	
12	12.6	6/22/2005 11:59 PM	
13	13.3	6/29/2005 11:59 PM	

Assigned Homework To work on a homework assignment, click on the homework name below.

To do homework simply click on the appropriate chapter and section link.

Homework Overview — Eraj Basnayake

Homework name: 2.1
Due: 6/7/2005 11:59 PM

Legend: ▪ Video

9 Exercises   0 Worked   ✔ 0 Correct   ✘ 0 Incorrect

Exercise 1	Exercise 2 ▪	Exercise 3 ▪
Exercise 4	Exercise 5	Exercise 6
Exercise 7	Exercise 8	Exercise 9

8.1. Clicking on a problem link takes you to the problem (screen below)

Enter your answer in the space or click on the correct answer. You may check your answer by pressing the "Check Answer" button. If you get it wrong you can clear your answer and try again. When you get it right, click the "Submit Homework" button. Then move onto the next question.

If you need help with a problem use the links to the right to get help. If you cannot get it figured out you may email me using the "Ask My Instructor…" button. You may also print the problem out and ask me in class.

Note: IF ALL YOU SEE IS A RED X IN THE UPPER LEFT-HAND CORNER when you click on the link below, run the Installation Wizard on your computer to install the necessary plug-ins!

Getting help and some common problems

1. If you are on campus make sure that you accessed CourseCompass using the desktop shortcut. If you did this and yet you are having trouble, try installing the MathXL plugin.

2. **Using the AOL provided Browser**. If using AOL, connect to the internet as usual. Then minimize the AOL Browser (the AOL version of Microsoft Internet Explorer will say something like "Microsoft Internet Explorer for AOL" in the blue bar across the top of the screen. Then go to Start > Programs > Microsoft Internet Explorer. This will allow you to stay connected to the internet but you now will be using the version of Internet Explorer that cam with your computer and not the version provided by AOL

3. **Turn off pop-up blockers -** Look in the lower right corner of your screen, next to the digital clock. Right-click on your pop-up blocker icon. You will be presented with a menu that will allow you to either Close, Exit. Stop, some option to make the icon go away! You can turn it back on after your use of MyMathLab.

4. **Clearing of browser internet cache**. A computer "remembers" pages it visits on the web for quicker access to those pages in the future. This memory also know as the browser's internet cache. Here is how the cache can be emptied.
    1) Open your Internet Explorer browser to any page at all
    2) Select Tools-->Internet options
    3) Click on the Delete Files button.
        > NOTE: Also put a check mark in the little box that pops up where it says "Delete All Offline Content. If you have not done this in a while, it will take a few minutes before you see the mouse arrow change back from the hour glass
    4) Click on the Delete Cookies button
    5) Click OK
    6) Click on the Settings button
    7) Select the first option at the top to Check for newer versions of stored pages 'Every visit to the page'
    8) Click OK
    9) Under the Security Tab, select the Default Level button
    10) Under the Advanced Tab, select the Restore Defaults button
    11) Select the OK button to exit the Internet Options configurator

5. **Installation of the plugins**. The link to the Installation Wizard is the first thing you see upon entering the course and the last button on the left side of the screen. Explicit directions are given to students with their access code cards that come with their texts.

If these do not correct the problem……
Students should call 800 677 6337