

## MathXL, Instructor Instructions

1. Webpage is [www.mathxl.com](http://www.mathxl.com). Register via Internet Explorer. Your ID Code is

Section 1: -- WSMXL-SIRUP-YZKZL-ALLAN-STAIR-CHASE

Section 2: --

Section 3: --

Section 4: --

Section 5: --

Section 6: --

Section 7: --

Section 8: --

Section 9: --

Section 10: --

Section 11: --

Section 12: --

Username must be at least 4 characters and password must be at least 8 characters. As in yahoo or hotmail, many names are taken already. If you have used MML or MathXL before you can save some time if you remember your userid and password. Otherwise enter all requested info. MSU zipcode is 59717. After you enter all the info, you will be sent back to where you started. Now just enter the userid and password you selected. Enroll in a course rather than a book. In the next window select hayes as Instructor and the next window pick your section number. Then inform me so I can change your status to TA. You must download the mathxl player to your computer (no other plug-ins are required for what we do with MathXL). This can be tricky due to all the security provisions on your computer. You will have to disable popup blocking for MathXL and watch carefully for permission windows to install ActiveX and the MathXL player. Most times the request to install is in a small bar along your menu bar.

2. Practice working some homework problems so you see what the students see by clicking on Homework and Tests after logging in.

3. Insure students have bought the custom book and kept the Student Access Kit. They cannot use the old book with the brown cover as the chapter order and problems have changed totally. If they have a used custom book they must still buy a MathXL access code for \$35 with a credit card when they logon which is practically what a book with a code costs. If they lost their Access kit they must see me.

4. Tell them to read the Getting Started booklet and follow the instructions. Here are some key points you should quickly point out in class. MathXL should work with Macs this fall as well as the popular browsers.

- a. They must install ActiveX and MathXL Player on personal computers or use lab computers.
- b. They need to know their section number. I am listed as the instructor for all sections.
- c. Pick a login ID 4 characters or longer and password 8 characters or longer. Our school zip code is 59717

5. When they download plugins relate your experience or read number 1 above to them.

6. Also included in the access kit are two "How to Enter Answers" cards with hints on how to enter special math characters.

7. Suggest they print the HW and do it hardcopy before entering answers in the computer.

8. As you teach, point out how to use the template for things like fractional answers and how to make superscripts. Fractional superscripts can be done with the fraction template or simply highlight  $1/5$  and make it a superscript. Tell them HW is going to be time intensive at first and they should start on it after the first class. Do NOT wait until it is due.

### **Instructor Info:**

1. Once I have made you a TA, you can access Gradebook.
2. How to enter grades for Quizzes and Exams. In Gradebook, you click on the 'More Gradebook Tools' dropdown menu on the top right of the page. From there, 'Manage Offline Items'. Then 'Manage Items'. Now in the Choose box select Change Scores and click on 'Go'. Then you get a window to enter all your grades. Be sure to Save. You can change the points available for quizzes if you desire (currently set at 10 points each) by clicking on Edit Info instead of Change Scores. Then change the points and save or click on Next to begin entering grades. Again Be sure to Save.
3. To see what your students are doing and how long they are spending on HW, in Gradebook click on Homework. Click on a score if you want to know how long they worked on it.
4. I will give instructions for changing HW grades but it is more difficult and should not be necessary. Homework is not Offline. There are several ways to do it. If you are going to enter more than one HW score for a student, click on the student's name in Gradebook. Then you can click beside Choose and on Submit Score and Go. You can type in the new score. Be careful that it is accepted. Wait a minute and see what the Gradebook shows. I sometimes had to go back and Change Score to get it accepted. If you have only one score to submit it is probably easier to click on the spot the score should be and then go through the same procedure. Only do this for HW. It is much easier to enter grades for Quizzes and Exams the way I described above.
5. For students to change sections they login to MathXL. Before they click on their section there is always small print to the lower center of the page that says Enroll in New Course. Click on that. Then I need to import their previous grades into the new section.
6. You can make certain quizzes you don't use don't get included in grades by accident. Click on More Gradebook Tools and then Omit Results. Check the box of items that shouldn't be included in final grades.
7. After each exam you must Manage Incompletes in Grades for all the HW since the previous exam. That gives a zero to students who have not attempted a homework set. Click on Manage Incompletes and then check the box for all HW in this period. Then click on update.
8. Inform me when students drop or quit attending. I can make them into ghosts so they go to the bottom of your gradebook and you don't have to keep entering zeros. I can always reactivate them.
9. Overview by student (middle of the page in Gradebook) is good to see grades in each category for your students ("Other" is the Final Exam).
10. You can give select students access to HW after it has expired. Go to Manage HW. Go to the assignment you want to give more time on. In the dropdown menu select the student. Next change the date. Be sure password is not checked (you gave this permission only to the student you selected).
11. You can keep grades in Excel and import them to MML and export back to your excel so it includes HW (I think). Export grades by clicking on Export Data and follow instructions. Supposedly there is some sort of template to download in order to import grades but I haven't figured that out yet.
12. Most common student problems: When first registering they select the book instead of the course and my name (then they can't find the homework). They fix this by clicking on Enroll in New Course after logging in, then select course, my name, your section number. When loading MathXL player they don't unblock popups or they don't notice the Install bar (they will tell you it takes hours to load the plugin) They claim they lost points on homework because they forgot to Submit (simply not true).