

FOR INSTRUCTORS

PEARSON
Addison
Wesley

PEARSON
Prentice
Hall



▶ **Getting Started with**
MathXL

Go online to register and log in at:

<http://www.mathxl.com>



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Getting Started with *MathXL*

Welcome Instructors!

Thank you for choosing *MathXL*[®], a powerful online homework, tutorial, and assessment system for Addison-Wesley and Prentice Hall textbooks in mathematics and statistics. With *MathXL*, you can create, edit, and assign online tests, quizzes, and homework and track all student work in the online gradebook. *MathXL* generates personalized study plans for your students based on their test and quiz results and offers unlimited (algorithmically generated) tutorial exercises similar to the exercises in the textbook for your course. Students' study plans are updated each time they take a new test or quiz, so you and your students can continually monitor their progress. *MathXL* provides a complete solution for online homework, testing, and assessment!

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1. System Requirements

Specific system requirements may vary depending on your course. Most *MathXL* courses require a Windows® operating system and a supported version of Microsoft® Internet Explorer.

- To find the detailed system requirements for your course, go to www.mathxl.com/support/system.htm, or visit the **MathXL Installation Wizard** inside your course (see page 10 of this booklet for more information).

All *MathXL* courses require the following:

Internet connection: 56K modem (minimum) for testing; Cable/DSL, T1, or other high-speed for multimedia content.



AOL Users cannot access *MathXL* using the America Online® browser. However, you can log in to AOL®, minimize the AOL browser, and then launch Internet Explorer separately to access *MathXL*.

Memory: 64 MB RAM

Monitor resolution: 1024 x 768 or higher for instructors; 800 x 600 or higher for students

Plug-ins: You need certain plug-ins and players, such as the *MathXL* Player, to view and interact with the content in your course. *MathXL* provides an installation wizard for all plug-ins and players. (See page 10 of this booklet for more information.)



Tip If your students will be accessing *MathXL* from a computer lab at your school, the lab administrator should ensure that all computers meet the system requirements for your course and that the appropriate plug-ins and players have been installed using the *MathXL* Installation Wizard. (See page 10 of this booklet for more information.)

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2. Before You Register

Before you go online to register for *MathXL*, take a minute to be sure you have the following items:

Valid email address

You must have a valid email address to register for *MathXL*. Be sure to provide an email address that you check regularly, because registration confirmation and other important system announcements will be sent to you at this address.

Instructor Access Code

MathXL courses provide access to instructor-only material, such as testbanks and student grades, so you register with an **instructor access code** that identifies you as an educator. Your access code appears beneath a pull-tab inside your ***MathXL* Instructor Access Kit** and looks like this:

NANTW-FORRM-PAPER-BLASE-PENCH-WARMD

Instructor access codes are valid for one-time registration only. If the tab covering your code was already pulled back when you received your access kit, or if you do not have an access kit, please contact your Addison-Wesley or Prentice Hall sales representative and request a ***MathXL* Instructor Access Kit**, which contains an access code.

About Registering Online

If your online registration session is interrupted for any reason...	You can always go back and restart. Your instructor access code is valid until you complete the process successfully.
If you need to change any information during registration...	Navigate to the desired page and make your edits. Note <i>To edit account information (such as your email address) after you register, go to www.mathxl.com and click the Edit Account Information link.</i>
When you register, you will...	Create an instructor account (or identify an existing account from a previous registration) with a personal login name and password, which you will use to log into <i>MathXL</i> .



3. Registering for *MathXL*

Registering for *MathXL* takes only a few minutes, and you need to register only once. After you register, you have access to all *MathXL* courses and can create as many courses as you like.

To Register

- Go to www.mathxl.com and click the **Register** button.

Do you have a Pearson Education account?

- If so, click **Yes, Look Me Up** and type your existing CourseCompass login name and password.
- If no, leave **No, I Am a New User** selected. You will create a login name and password later in the registration process.

Access Code

- Pull back the tab (located on the inside front cover of your *MathXL* Instructor Access Kit) to reveal your instructor access code.
- Type your six “word” access code, one word in each box. Don’t type the dashes.

* Access Code					
NANTW	-	FORRM	-	PAPER	-

School Location

- Enter your school’s zip or postal code. This helps create a list of schools in your area for you to choose from in a later registration step.

* School ZIP or Postal Code
<input type="text"/>
<small>Need help finding your school's zip/postal code?</small>

- Select the country where your school is located.
- Click **Next ▶**

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Personal Information

- Select your title (optional) and enter your first and last name.
- Enter a valid email address that you check on a regular basis.

Title Select a Title ▾	
* First Name	* Last Name
<input type="text"/>	<input type="text"/>
* E-Mail Address <input type="text"/>	



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

School Information

- Select your school name from the drop-down list. If your school is not listed, scroll to the bottom of the list and select **Other**. Then enter your school's name, city and state.

Login Name and Password

- Enter your desired login name and password. Choose something you can remember but you don't think anyone else would request. You may want to use your email address as your login name. Your login name and password must each be at least four characters. Do not use blank spaces.

* Create a Login Name <input type="text"/>
* Create a Password <input type="text"/>
* Re-type your password <input type="text"/>



Note Once you are registered, you will receive an email confirming your login name and password. You will need your login name and password every time you access *MathXL*.



Security Question

- Select a question and enter the answer to help Product Support verify your identity if you ever forget your login name or password.

*** Security Question**

Select the question you want us to ask you

*** Your Answer**

License Agreement and Privacy Policy

- Click the [license agreement](#) and [privacy policy](#) links to review this information.
- Accept or change the option for being contacted about Pearson Education products.
- Click (only once!) to submit your registration for processing, which will take just a few moments.



Note If the login name or password you specified is already in use, you will be asked to enter another one. Login name/password combinations must be unique.

Confirmation & Summary

A confirmation page informs you that your registration is complete, and that you will receive a confirmation email.

- (Optional) Print the confirmation page to keep a record of this information, but be sure to keep it out of the view of students.

You can now log into *MathXL* and create your first course.

- To log in right away, click from the Confirmation & Summary page. Then, provide the login name and password from this registration and click the **Log In** button.
- To log in later, see “Logging into MathXL” on page 7.

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4. Logging into *MathXL*

Once you have registered for *MathXL*, you can log in any time using the login name and password you created during registration.

➤ Go to www.mathxl.com.



Tip You can add this location as a favorite or bookmark to your Internet browser, making it easier for you to return to.

➤ Type the login name and password you created during registration.

The screenshot shows a login form titled "Established User?". Below the title, it says "If you have already registered, log in here." There are two input fields: "Login Name" with the text "jsmith2004" and "Password" with seven dots. Below the fields is a "Log In" button. At the bottom of the form, there are two links: "Edit Account Information" and "Forgot your Login/Password?".

➤ Click the **Log In** button.



Note If you ever forget your login name or password, click the [Forgot your Login/Password?](#) link. Based on the information you provide, your login name and/or password will be emailed to you.

5. Creating Your *MathXL* Course

➤ Log in to *MathXL* at www.mathxl.com.

➤ Review your name and the name of your school as they appear on the My Courses page.



Note Your students will need to use your name and the exact school name you entered to enroll in your course.

➤ Click the **Create or copy a course** link in the box on the right side of the My Courses page. The **Course Manager** page is displayed.

➤ Click the **Create or copy a course** button. Step 1 of the New Course wizard is displayed.



- Choose the type of course you are creating and enter a name for your course. Your students will see this name when they locate and enroll in your course.

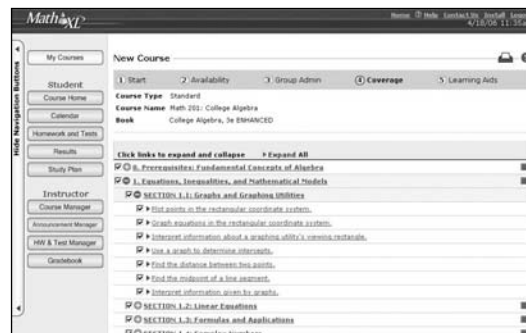


Note Course types can be Standard, Coordinator, or Member. Create a Coordinator course if you plan to administer and manage assignments across multiple sections or courses. Choose Member as the course type to create a course in a coordinated course group.

- Choose how you would like to create your course. If you are creating a new course, choose your textbook from the list. If you are copying an existing course, choose whether to copy one of your own courses or a colleague's course and then select from the list that appears.
- Click **Next** to continue to Step 2, Availability.

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- Choose the date range your course should be available to students to enroll and work in. You can create assignments and work in your course before it is available to students. If you are creating a Coordinator course, which students should not enroll in, choose the second option to make your course unavailable to students.
- Select your time zone from the **Time Zone** list, and keep the box below the Time Zone menu checked if you want *MathXL* to automatically adjust for Daylight Saving Time.
- Select the “Allow other instructors at my school to copy this course” option if you want to let your colleagues make copies of your course.
- Click **Next** to advance to Step 3, Group Admin. This step allows you to manage settings for a coordinated course group if you chose “Coordinator” as your course type in Step 1.
- Click **Next** to advance to Step 4, Coverage.
- The **Coverage** page displays a checklist of all the chapters, sections, and objectives in the textbook for the course, along with icons that indicate which objectives include multimedia learning aids. By default, all material is checked. Use the + and - icons to expand and collapse chapters and sections. Un-check any material you want to exclude from your course. (You can return to edit your course coverage at any time.)




Note *MathXL* courses that use the InterAct Math plug-in do not display objectives.



- Click **Next** to continue to Step 5, Learning Aids.
- Most *MathXL* courses display a **Learning Aids** page for setting the availability of multimedia resources. If you wish, you can remove particular media types from your course. Click **Save** to continue.
- Review the information on the **Course Settings Summary** page. If you wish to make changes, click Edit next to any of the previous steps to update your selections.
- Also on the Course Settings Summary page, click **Run the Installation Wizard** to install the necessary plug-ins and players. See Section 6 of this guide for information about using the wizard.

 **Important** *Do not skip this step! You need to use the Installation Wizard to install plug-ins and players that enable you to view online math exercises and any additional multimedia resources.*

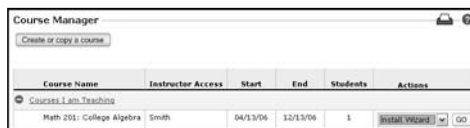
- After running the *MathXL* Installation Wizard, close all open browser windows, restart your browser to activate any new plug-ins, and return to www.mathxl.com to log into your online course!

 **Note** *You can use the Course Manager at any time to create additional courses in MathXL.*


6. Using the *MathXL* Installation Wizard

The ***MathXL* Installation Wizard** walks you through installing the plug-ins and players you need to access the rich online content in your course. The Installation Wizard determines which plug-ins and players you need based on the course you are using.

- When you first create a course, a link to the Installation Wizard will appear on the Course Settings Summary page. You can access the wizard at any time from the Course Manager page, where a link to the Installation Wizard is displayed in the action menu to the right of your course name.




Course Name	Instructor Access	Start	End	Students	Actions
Math 201: College Algebra	Smith	04/13/06	12/13/06	1	Install Wizard Go

 **Note** *Your students are prompted to run the MathXL Installation Wizard the first time they log into your course, and they can always*

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access the wizard by clicking **Install** from the tool bar along the top of the *MathXL* window. If your students will be accessing *MathXL* from a computer lab at your school, the lab administrator should use the *Installation Wizard* to configure all computers appropriately. Administrators can access the wizard without logging into your account at <http://www.mathxl.com/support/installwiz.htm>.

- Follow the *Installation Wizard*'s on-screen instructions to detect and install the plug-ins and players for your course.
- Close all open browser windows and restart your browser to activate any newly installed plug-ins.

 **Tip** *The Installation Wizard is updated as new versions of plug-ins and players become available. It's a good idea to re-run the wizard at the start of each semester to make sure you have the latest versions.*

Depending on your course, some or all of the following plug-ins and players may be required:

Plug-in/Player	Needed for:
MathXL Player	Math content in certain courses
InterAct® Math Plug-in	Math content in certain courses
TestGen Plug-in	TestGen tests
Adobe® Reader	Online textbook pages
Apple® QuickTime®	Audio and video content in certain courses
RealPlayer®/RealOne™ Player	Audio and video content in certain courses
Macromedia Flash™ Player	Animations and eBook in certain courses
Java™ Virtual Machine	Math content in certain calculus and statistics courses

7. Giving Students Access to Your Course

To enable your students to enroll in your *MathXL* course, you need to make sure each student receives a *MathXL* Student Access Kit. You also need to make sure your course is available to students and give your students the course name so they can easily locate your course.



➤ **Order MathXL Student Access Kits.** The *MathXL* Student Access Kit includes an access code that is required for student registration. There are two options for ordering student access kits:

- **Bundle** (textbook + access kit): This option includes a new textbook packaged with the *MathXL* Student Access Kit.
- **Standalone** (access kit only): This option is available for students who need to purchase access separately from their textbook.

✔ **Tip** *If your students do not have access kits, they can go to www.mathxl.com and click the **Buy Now** button to purchase access online using a credit card.*

To find the ISBN for your textbook bundle or the standalone access kit, please visit www.mathxl.com or contact your Addison-Wesley or Prentice Hall sales representative.

➤ **Make sure your course is available to students.** When you created your *MathXL* course, you specified start and end dates between which students can access the course. If you want to modify these dates, click **Course Manager**, select **Change Settings** from the action menu, and then click **Edit** in the **Availability** section of the **Course Settings Summary** page.

➤ **Give the course name to your students.** The first time students log in to *MathXL*, they must select your name, the name of your school, and your course name—all of which are available in drop-down menus. Be sure to give your students the exact names you entered during registration for both your school and course.

📝 **Note** *If your students cannot find your name or the name of your course in the menus provided, they may have specified the school name differently than you did during registration. They can search for and select the correct school name in the **School** drop-down menu. The name they search for must match the one you entered when you registered for *MathXL*.*

8. Working in Your *MathXL* Course

Instructor Features

MathXL provides several features to help you set up and manage your online course. When you log in, you will see these buttons on the left side of the *MathXL* window: **Course Manager**, **Announcement Manager**, **Homework/Test Manager**, and **Gradebook**.

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- For information on how to use these features, search *MathXL's* Online Help system by clicking **Help** from the tool bar along the top of the *MathXL* window.

Enrolling in Your Course

If you want to explore your course as a student, choose your course from your My Courses page and navigate using the student buttons on the left-hand side of the page. By enrolling, you can use the student interface to view and work on assigned homework, quizzes, and tests and see your results, just as your students do. By default, you are listed in the class roster and Gradebook, but your work will not affect your class averages.

Moving Between Courses

You can create multiple courses in *MathXL*. The system lets you move easily between courses you have created:

- Select another course from the **Course** drop-down list at the top of most instructor pages (for example, the Gradebook or Homework/Test Manager page). You are now in the newly selected course and can create homework assignments and tests and manage student results for the new course.
- When you move to a different course in the instructor view, the student view will also change to match when you next click a student button.

9. Logging Out of *MathXL*

When you have finished working in *MathXL*, log out as follows:

- Click **Log Out** from the tool bar along the top of the *MathXL* window.




Note Avoid simply closing your browser window (especially if you share a computer), because this may not end your session in *MathXL*. Logging out prevents the next user of the computer from accessing your *MathXL* instructor account.



10. Getting More Information

Search *MathXL* Online Help

Fully indexed and searchable, *MathXL's* Online Help is the most comprehensive resource for information about how to use *MathXL*.

- To launch *MathXL's* Instructor Help, log in and click **Help** from the tool bar along the top of the *MathXL* window.
 - ✔ **Tip** Students can access their own version of Online Help by clicking **Help** from the tool bar along the top of the *MathXL* window.
- You can also click the  button to the right of any page title for help topics that are specific to the page you are viewing.

Contact Product Support

Instructors can contact the **Math Educator Support Team** as follows:

- Call **1-888-695-6577**
Mon–Thurs, 9:00 AM to 10:00 PM (EST, U.S. and Canada)
Friday, 9:00 AM to 5:00 PM (EST, U.S. and Canada)
Sunday, 5:00 PM to 10:00 PM (EST, U.S. and Canada)
- From www.mathxl.com/support/contactus_inst.html, you can submit an online help request or use our live chat feature to speak with a member of the product support team.

Students can contact Product Support as follows:

- Call **1-800-677-6337**
Mon–Fri, 8:00 AM to 8:00 PM (EST, U.S. and Canada)
Sunday, 5:00 PM to 12:00 AM (EST, U.S. and Canada)
- From www.mathxl.com/support/contactus_stu.html, you can submit an online help request or use our live chat feature to speak with a member of the product support team.

