



Getting Started Guide for Instructors

Preparing to teach with MathXL

MathXL is an innovative series of text-specific online courses for Pearson Education textbooks in mathematics and statistics. You and your students will benefit from MathXL's dependable and easy-to-use online homework, tests, guided solutions, multimedia, and tutorial exercises.

MathXL has a proven track record of increasing student success rates. MathXL engages students in active learning—the online courses are modular, self-paced, accessible anywhere with Web access, and adaptable to each student's learning style. You can easily customize MathXL to make teaching easier and help your students succeed.

This guide covers the steps you need to take to get started with MathXL:

Getting ready to begin	1
Registering as a MathXL instructor	2
Logging in to MathXL	3
Creating your course	3
Working in your course.....	4
Getting more help.....	4

Getting ready to begin

Before you can register for MathXL, you will need:

- An **email address** that you check regularly.
- An **instructor access code**.
To get an instructor access code, go to <http://www.mathxl.com>, and select **Getting Started** from the **Tours and Training** menu. Then click **Registering in MathXL** from the list of helpful information.
- **Administrator access** for the computer you are using so you can install any software components needed for your course.

If you're not sure whether your computer meets the system requirements, go to <http://www.mathxl.com/system.htm> and click the **Browser Check** link.

Registering as a MathXL instructor

To teach with MathXL, you must first register as an instructor and set up your account:

1. Go to <http://www.mathxl.com> and click **Register** under “First Time User?”
2. Review the License Agreement and Privacy Policy and click **I Accept** at the bottom of the page.
3. The Access Information page sets up your login name and password. Choose whether you already have a Pearson Education Account:
 - Click **Yes** if you have previously registered for other Pearson online products and already have a login name and password. Then enter your existing login name and password in the boxes.
 - Click **No** if you are a new user. Then create a new login name and password in the boxes. Pearson recommends using your email address as your login name. If you do not use your email address, your login name must be at least 4 characters and cannot be the same as your password.
 - Click **Not Sure** if you don’t know whether you have an existing Pearson account. Then enter your email address and click **Search**. If you have an account, your login information will be sent to your email address. You can then select **Yes** and enter your existing login name and password.
4. In the Access Code boxes, type in your instructor access code or click **Switch to a single box** to paste in your access code.
5. Click **Next** to continue to the Account Information page:
 - Enter your first and last name and email address. If you have more than one email address, enter one you check frequently and want your students to use.
 - Select your country from the alphabetical School Location dropdown list. Enter your school zip code or postal code, and then select your school from the School Name dropdown list.

If your school is not listed, scroll to the bottom of the and select **Other**. Then enter your school name, city, and state.
 - Select a security question and answer.
6. Click **Next** to get the Confirmation & Summary page where you can:
 - Click **Print This Page** to print a copy of your registration information.
 - Click **Log In Now** under MathXL to return to mathxl.com and log in.
 - Click the **Account Summary** link to change the information in your personal profile (for example, your email address, login name, or password).
 - Click **Log In Now** under TestGen Instructor Site to go to the TestGen website. You can log into this site using your Pearson login name and password to download the TestGen application and a supplementary testbank of test questions. (Your MathXL online course includes an extensive testbank of questions associated with your textbook.)
 - Click **Log In Now** under The Instructor Resource Center to go to Pearson’s Instructor Resource Center website where you can download supplements to help you teach with your textbook.

When your registration is complete, Pearson sends a confirmation message to the email account you used to register. This message includes the login name and email address used for your account so you can keep the information for your records.

Logging in to MathXL

After you have set up your Pearson account, you are ready to log in to MathXL:

1. Return to <http://www.mathxl.com>.
2. Under “Established User?” enter the login name and password you created when you registered. Then click **Log In**.
3. On the Welcome to MathXL screen, click **Enter MathXL**.

Creating your course

The first time you log in to MathXL, you go to your My Courses page. To set up a new course:

1. Click **Create or copy a course** in the Course Tools box on the right side of the screen.
2. On **Step 1 of the New Course wizard**, select the type of course to create from the dropdown list:

- **Standard**—A standalone course.
- **Coordinator**—A template course used to manage and update member courses in a course group.
- **Member**—A course (for example, a section) in a course group that is copied from and managed by a coordinator course.

Click the **Learn about course types** link for more information on standalone courses and course groups.

3. Enter your course name. If you are teaching more than one section of the same course, choose a name to distinguish this course from others (e.g., Beginning Algebra – 8am).
4. Select how you would like to create your course:
 - If you are creating a Standard or Coordinator course, you can choose:
 - **Create a new course**—Choose the textbook you are using from the dropdown list.
 - **Copy one of my existing courses own**—Choose the course from the dropdown list.
 - **Copy a course from another instructor**—Choose the course from the dropdown list.
 - If you are creating a Member course, you can choose:
 - **Join the course group for one of my own coordinator courses**—Choose the course from the dropdown list.
 - **Join another instructor’s coordinator course**—Choose the course from the dropdown list.
5. Click **Next** to go to **Step 2 of the New Course wizard**.
6. Select the start and end dates for the course, choose your time zone, and check the box if you want other instructors to be able to copy your course.

7. Click **Next** to go to **Step 3 of the New Course wizard**.
8. If you are creating a Coordinator or Member course, you will see additional information related to your course group.
9. Click **Next** to go to **Step 4 of the New Course wizard**.
10. If your textbook is mapped to a set of curriculum standards, choose the standards to apply to your course from the dropdown list.
11. Customize the content in your course. Click the plus icon (+) to expand each chapter and section to view the objectives. Uncheck content you do not want to cover in your course. Questions from unchecked content will be excluded from assignments and the Study Plan.
12. Click **Next** to go to **Step 5 of the New Course wizard**.
13. Uncheck any tutorial learning aids you want to remove from your course. By default, learning aids are available to students when they do homework or Study Plan work. You can click **View Sample** to see an example of a learning aid.
14. Click **Save** to view your Course Settings Summary. Review your choices and click **Edit** if you want to change any settings.
15. Make a note of the Course ID listed under the course name at the top of the page. Your students need the Course ID to enroll in your course.

You can click the Course ID number to open a handout that you can print and distribute to your students. The handout contains the Course ID and other information students can use to register for MathXL and enroll in your course.
16. Click **Run Browser Check** to install the components needed to view the multimedia content of your course.
17. Click **OK** to return to the Course Manager.

If your students will access MathXL from a computer lab or library at your school, make sure that the Browser Check is run on the school computers. For IT information, visit the IT Admin Support page at http://www.mathxl.com/support/contactus_it.html.


Working in your course

The navigation buttons on the left of MathXL pages are divided into two sections:

- The **Student** buttons are available to students, but you can use them to do assignments or Study Plan work as your students do.
- The **Instructor** buttons are not visible to students, but you can use them to post announcements on the Course Home page, create and manage your assignments, and administer your online Gradebook.

Getting more help

You can access many other resources to help you get started with MathXL, customize your course, create your own questions, use course groups, and so on. Click **Help** in the banner at the top right of any MathXL page to get a hyperlinked list of available resources. You also can find helpful resources under the Tours and Training tab on mathxl.com.

To get help on an individual page, click on the  icon at the top right of the page.

If you still need help, visit the Instructor Support page at mathxl.com (http://www.mathxl.com/support/contactus_inst.htm) for answers to frequently-asked questions and links to Customer Technical Support.

Thank you for teaching with MathXL!

