

# Setting up your iCollege Sections with MyMathLab

You **must** do both Step 1 and Step 2 for EACH of your sections.

## Step 1: Copy course materials into your Fall 2009 Sections


1. Login to iCollege V8.
2. From your my iCollege page, click the name of the Fall 2009 section that you would like to setup.
3. Choose the **Copy content from another course radio button** then click **Continue**.

If you don't have a course that contains the MyMathLab content to copy from you need to fill out the section request form: <http://www.gpc.edu/icollege/sectionrequest>

### Assign Course Content

#### Intermediate Algebra - Fall Semester 2009 MATH-0098-999

You can assign content to this course from another course or start designing this course without assigning content. Select one of the options below and click Continue.

- Set up a blank course  
Select this option to start designing this course without assigning content.
- Copy content from another course   
Select from courses in which you are enrolled as a designer.
- Assign a template to this course  
Select from templates that have been associated with this course by an administrator.
- Import content from file  
Select this option to start importing course content from exported course file.

4. Select the radio button next to the name of the section/course that you would like to copy. Then click **Continue**. This step may take several minutes to complete. Please be patient.

### Copy content from another course

Select from courses in which you are enrolled as a designer.

#### Course Title - Section Title

<input type="radio"/>	 Beginning Algebra-Building Section MATH0097 cdavis 01
<input type="radio"/>	 Beginning Algebra-Building Section MATH0097 tadkins 01
<input type="radio"/>	 Beginning Algebra-Test Section MATH0097 tadkins
<input type="radio"/>	 Calculus I-Fall Semester 2009 MATH-2431-001 Calculus I
<input type="radio"/>	 College Algebra-Building Section MATH1111 kbenneki 01
<input type="radio"/>	 College Algebra-Building Section MATH 1111 tadkins 01
<input type="radio"/>	 DDLC-Spring 2009
<input type="radio"/>	 DDLC-Summer 2009
<input type="radio"/>	 DDLC Training-Fall 2008 1
<input checked="" type="radio"/>	 Intermediate Algebra-Part-Time Faculty MATH0098 Section 01 

## Step 2: Enable MyMathLab

1. From within your Fall 2009 section, go to the Teach tab.
2. Click the **MyMathLab Control Panel icon**. Note: In most cases it will be found on the Homepage but might be located elsewhere on the Teach tab.

Build Teach Student View Intermediate Algebra - Fall Semester 2009 MATH-0098-999

Your location: Home Page

Georgia Perimeter College Intermediate Algebra Online  
Two Years That Will Change Your Life

Welcome Start here!

MATH 98 Learning Materials

Assessment Solutions and Reviews  
Click here for quiz and test solutions made by your instructor, as well as available test reviews.

GPC Student Success Backpack

Instructor Resources (Hidden)

For the Instructor: Pacing Guide for MATH 98. (Delete once you complete the iCollege calendar.) (Hidden)

MyMathLab Control Panel (Hidden)

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3. The MyMathLab Control Panel will open. It is possible that it will open in a new browser window. Click **Settings and Group Admin**.

MyMathLab Instructor Options

Select An Option:

Test Manager

Homework Manager

Gradebook

Settings and Group Admin

Update Roster

Instructor Help

Multimedia Library

4. There are 2 different ways that you can choose to setup your MyMathLab portion of the iCollege section.
  - a. Coordinator-Member Scenario
    - i. When setting up the MyMathLab portion of your section(s) you can choose to have your MyMathLab content be a member of a coordinator course which means that the MyMathLab coordinator course will give you your initial content setup/design and throughout the semester if the owner of the MyMathLab coordinator course makes any changes to MyMathLab content the changes will filter down to your member course.
    - ii. From the *Type of course to create drop down list* select **Member**. Then click the **Join another instructor's coordinator course group radio button**. From the adjacent drop down list select the appropriate coordinator course to become a member of. Click **Next**.
  - b. Standard Scenario
    - i. When setting up the MyMathLab portion of your section(s) you can choose to have your MyMathLab content be setup as a stand alone where there is no overriding control of what content will be displayed as there is when you use the Coordinator-Member scenario. When doing a standard setup you can choose to create the MyMathLab content from scratch or you can copy previous MyMathLab content that you or another instructor have setup.
    - ii. From the *Type of course to create drop down list* select **Standard**. Then click either the **Create a new course, Copy one of my existing courses, or Copy a course from another instructor radio button**. If you choose to copy, from the adjacent drop down list select the appropriate course to copy. Click **Next**.

MyMathLab Help Support Browser Check  
Tracy Adkins 7/28/09 9:37 AM

New Course Legend

1 Start 2 Instructor 3 Availability 4 Group Admin 5 Coverage 6 Learning Aids

Type of course to create: Member [Learn about course types](#)

Course name: Fall Semester 2009 MATH-0098-999

Book: Georgia Perimeter College Math 0096: Essential Mathematics

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How would you like to create your member course?

Join the course group for one of my own coordinator courses: Choose a coordinator course whose group you wish to join

Join another instructor's coordinator course group: Part-Time Faculty MATH0098 Section 01:GPC Online Math CS

**Note:** Your new member course will be a copy of this coordinator course.

Cancel Next

## 5. Click Next.

**MyMathLab** Help Support Browser Check  
Tracy Adkins 7/28/09 9:38 AM

Copy Course Legend ?

1 Start   2 **Instructor**   3 Availability   4 Group Admin   5 Coverage   6 Learning Aids

**Type of course to create** Member  
**Course name** Fall Semester 2009 MATH-0098-999  
**Book** Georgia Perimeter College Math 0096: Essential Mathematics

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**Who will be the instructor of this course?**

Tracy Adkins

Cancel Back Next Save

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## 6. Click Next.

**MyMathLab** Help Support Browser Check  
Tracy Adkins 7/28/09 9:39 AM

Copy Course Legend ?

1 Start   2 Instructor   3 **Availability**   4 Group Admin   5 Coverage   6 Learning Aids

**Type of course to create** Member  
**Course name** Fall Semester 2009 MATH-0098-999  
**Book** Georgia Perimeter College Math 0096: Essential Mathematics

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**Availability**

This course is available to students  
Starting: 07/28/09 Ending: 03/28/10

This course is NOT available to students  
Choose this option for coordinator course or courses used as templates for copying.

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**Time Zone**

(GMT-05:00) Eastern Time (US & Canada)  Adjust Automatically for Daylight Savings Time  
*Current course time: 9:38am*

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**Copying**

Allow other instructors at my school to copy this course.

Cancel Back Next Save

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## 7. Click Next.

**MyMathLab** Help Support Browser Check  
Tracy Adkins 7/28/09 9:39 AM

Copy Course Legend ?

1 Start   2 Instructor   3 Availability   4 **Group Admin**   5 Coverage   6 Learning Aids

**Type of course to create** Member  
**Course name** Fall Semester 2009 MATH-0098-999  
**Book** Georgia Perimeter College Math 0096: Essential Mathematics

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You are creating a member course within a coordinated course group. The coordinator and the other members of your course group are listed below. [Learn more about coordinator and member courses.](#)


**Coordinator Access**  Grant coordinator instructor access to gradebook.

Course type	Course name	Instructor	Remove from Group
<b>Coordinator Courses</b>	Part-Time Faculty MATH0098 Section 01	Math CS	
<b>Member Courses</b>	Fall Semester 2009 MATH-0098-999	Adkins	<a href="#">Leave this group</a>

Cancel Back Next Save

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

















8. If you are not a member of a coordinator course you will need to select the checkbox(es) next the to chapters you will cover. Then click **Next**.

Copy Course Legend  ?

1 Start   2 Instructor   3 Availability   4 Group Admin   5 Coverage   6 Learning Aids

Type of course to create Member  
Course name Fall Semester 2009 MATH-0096-999  
Book Georgia Perimeter College Math 0096: Essential Mathematics


The following content areas are automatically included in your course. Uncheck any box to omit the selected content from sample tests and homework, the Study Plan, and the online test bank.

Click chapter and section link to expand and collapse <a href="#">Expand All</a>	Learning Aids
<input checked="" type="checkbox"/> <a href="#">Basic 1. Whole Numbers</a>	
<input checked="" type="checkbox"/> <a href="#">Basic 2. Fractions</a>	
<input checked="" type="checkbox"/> <a href="#">Basic 3. Decimals</a>	
<input checked="" type="checkbox"/> <a href="#">Basic 4. Percents, Tables, and Graphs</a>	
<input checked="" type="checkbox"/> <a href="#">Basic 5. Basic Geometry</a>	
<input checked="" type="checkbox"/> <a href="#">Basic 6. Signed Numbers</a>	
<input checked="" type="checkbox"/> <a href="#">1. The Real Number System</a>	
<input checked="" type="checkbox"/> <a href="#">2. Linear Equations and Inequalities in One Variable</a>	
<input checked="" type="checkbox"/> <a href="#">3. Linear Equations in Two Variables</a>	
<input checked="" type="checkbox"/> <a href="#">4. Exponents and Polynomials</a>	
<input checked="" type="checkbox"/> <a href="#">5. Factoring and Applications</a>	
<input checked="" type="checkbox"/> <a href="#">6. Rational Expressions and Applications</a>	
<input checked="" type="checkbox"/> <a href="#">7. Equations of Lines; Functions</a>	
<input checked="" type="checkbox"/> <a href="#">8. Systems of Linear Equations</a>	
<input checked="" type="checkbox"/> <a href="#">9. Inequalities and Absolute Value</a>	
<input checked="" type="checkbox"/> <a href="#">10. Roots, Radicals, and Root Functions</a>	
<input checked="" type="checkbox"/> <a href="#">11. Quadratic Equations, Inequalities, and Functions</a>	
<input type="checkbox"/> <a href="#">12. Inverse, Exponential, and Logarithmic Functions</a>	
<input type="checkbox"/> <a href="#">13. Nonlinear Functions, Conic Sections, and Nonlinear Systems</a>	
<input type="checkbox"/> <a href="#">14. Sequences and Series</a>	
<input checked="" type="checkbox"/> <a href="#">A. Appendices</a>	

Cancel Back   Next   Save

9. Click **OK**.


The page at <http://www.mathxl.com> says:

 Warning! You have chosen to make a part of your course unavailable to you and your students. Are you sure you wish to do this? Please note that any existing assignments, tests, and results associated with the chapters and sections you omitted are retained. If you want to omit them as well, you must remove them manually.

OK   Cancel

10. Click Save.

**MyMathLab** Help Support Browser Check  
Tracy Adkins 7/28/09 9:47 AM








Copy Course Legend  ?

1 Start 2 Instructor 3 Availability 4 Group Admin 5 Coverage 6 Learning Aids

Type of course to create Member  
 Course name Fall Semester 2009 MATH-0098-999  
 Book Georgia Perimeter College Math 0096: Essential Mathematics

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Require the TestGen plug-in in this course  
 Choose the multimedia learning aids that are available in this course.

Learning Aids		
<input checked="" type="checkbox"/>	 Help Me Solve This	<a href="#">View Sample</a>
<input checked="" type="checkbox"/>	 View an Example	<a href="#">View Sample</a>
<input checked="" type="checkbox"/>	 Video	<a href="#">View Sample</a>
<input checked="" type="checkbox"/>	 Animation	<a href="#">View Sample</a>
<input checked="" type="checkbox"/>	 Textbook	<a href="#">View Sample</a>
<input type="checkbox"/>	 Calculator	<a href="#">View Sample</a>
<input checked="" type="checkbox"/>	 Ask My Instructor tracy.adkins@gpc.edu	<a href="#">View Sample</a>


[Edit Email Address](#)  
 Allow Section Instructors to edit email address

Cancel Back Save

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11. Click OK.

The page at <http://www.mathxl.com> says:

 Warning! You have chosen to make a part of your course unavailable to you and your students. Are you sure you wish to do this? Please note that any existing assignments, tests, and results associated with the chapters and sections you omitted are retained. If you want to omit them as well, you must remove them manually.


OK Cancel


12. Now click the MyMathLab Control Panel icon again.


Build Teach Student View Intermediate Algebra - Fall Semester 2009 MATH-0098-999


Your location: Home Page


**Georgia Perimeter College** Intermediate Algebra *Online*  
Two Years That Will Change Your Life


  
[Welcome](#)  
Start here!


  
[MATH 98 Learning Materials](#)

  
[Assessment Solutions and Reviews](#)  
Click here for quiz and test solutions made by your instructor, as well as available test reviews.

  
[GPC Student Success Backpack](#)

  
[Instructor Resources](#)  
(Hidden)

  
[For the Instructor: Pacing Guide for MATH 98. \(Delete once you complete the iCollege calendar.\)](#)  
(Hidden)

  
[MyMathLab Control Panel](#)  
(Hidden)

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13. Then click **Update Roster**. Repeat steps 13 and 14 frequently to make sure that students enrolled in your class have access to all the MyMathLab features.

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MyMathLab Instructor Options

**Select An Option:**

Test Manager

Homework Manager

Gradebook

Settings and Group Admin

Update Roster 

Instructor Help

Multimedia Library

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14. Now you may setup your homework and tests depending on whether you are a member or standalone course.

## IMPORTANT:

If you copy the wrong course content and need to have your section reset please go to:

<http://www.gpc.edu/college/sectionrequest> and choose **Option 6**. Be sure to detail what the problem is in the Comments section.