PEARSON

MathXL
Getting Started Guide for Instructors

Contents

Get started

MathXL is an innovative series of online courses that provide you and your students with dependable and easy-to-use online homework, tests, multimedia, and tutorial exercises. If you are teaching with a Pearson textbook, your online course accompanies the material in the textbook.

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

Before you begin

Before you can register for MathXL, you will need:

- An email address that you check regularly.
- Your instructor access code.

  See "Get your instructor access code" for instructions.

- Administrator access for the computer you are using so you can install any software components needed for your course.

To ensure that your computer meets the system requirements:

1. Go to mathxl.com.
2. Click the **Support** tab.
3. Choose **Browser Check** from the left menu.
4. Select your textbook from the dropdown list and click **Submit**.

Get your instructor access code

Before you can register as an instructor, you need to get an access code.

Your Pearson sales representative can supply you with an access code or you can apply online and get the code emailed to you.

To request an access code online:

1. Go to mathxl.com.
2. Choose the **Learn About** tab.
3. Select **FAQs** from the left menu.
4. Expand the answer to the question "How do I request access to MathXL?"
5. Click the **Access Request Form** link.
6. Answer the questions on the form and submit it.

After you have applied, you will get an email from Pearson that contains a link to the registration site, where you can register as an instructor.

Register as a MathXL instructor

To register as an instructor:

1. Go to mathxl.com.

2. Under **Register**, click **Educator**.

3. Review the License Agreement and Privacy Policy and click **I Accept** at the bottom of the page.

4. 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.

5. In the Access Code boxes, type in your instructor access code or click **Switch to a single box** to paste in your access code. If you were sent to the page from a registration email, your access code is already filled in.

6. Click **Next** to continue to the Account Information page:

   - Enter your first and last name and email address. If you have more then 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 page and select **Other**. Then enter your school name, city, and state.

   - Select a security question and answer.

7. 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** 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 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.

   - If your course includes Test Gen, you can 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 online course already includes an extensive testbank of questions associated with your textbook.)

Log in to MathXL

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

1. Return to mathxl.com.
2. Click **Sign In**.
3. On the MathXL Sign In page, enter the user name and password you created when you registered.
4. On the Welcome screen, click **Enter MathXL**.

To log out, click your name in the course banner and choose **Log Out** from the dropdown menu. Logging out closes all the windows opened for your course and all of the plug-ins loaded during your session.

Create a 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 Courses page.
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 sections in a course group. See Set up course groups for details.
   - **Member**—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 then one section of the same course, choose a name to distinguish this course from others.
4. Select how you would like to create your course:

   - If you are creating a standard, coordinator, or preloaded course, you can choose:

     - **Create a new course**—Choose the textbook you are using from the dropdown list.
     - **Copy one of my existing courses**—Choose the course from the dropdown list.
     - **Copy a course from another instructor at my school**—Choose the course from the dropdown list.
     - **Copy a course by specifying its Course ID**—Enter the Course ID. (The instructor of this course must make it available for copying.).

   - 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 at my school by selecting the coordinator course**—Choose the course from the dropdown list.

○**Join another instructor's course group by specifying the coordinator Course ID**—Enter the Course ID.

5. Click **Next** to go to the Availability step 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. If you are setting up a course group, click **Next** to go to the Group Admin page of the New Course Wizard. This page appears only when you are creating a coordinator or member course. Click the help icon on the upper right side of the page for details on these settings.

8. Click **Next** to go to the Course Access step of the New Course wizard.

9. In this step, a coordinator instructor or course owner can specify what level of access to grant to section instructors in their courses. Click the help icon on the upper right side of the page for details on these settings.

10. Click **Next** to go to the Coverage step of the New Course wizard.

11. If your textbook is mapped to a set of curriculum standards, choose the standards to apply to your course from the dropdown list.

12. Customize the content in your course. Click the plus icon () to expand each chapter and see the sections or learning 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.

13. Click **Next** to go to the Learning Aids and Test Options step of the New Course wizard.

14. If you want to lock down tests or quizzes, select **Use a lockdown browser in this course** to enable the Pearson LockDown Browser. The LockDown Browser prevents students from opening applications or other browser windows while they are taking tests or quizzes online. This setting makes the LockDown Browser available for use; you can then apply it to individual tests.

15. If you want to use TestGen in your course, select the **Require the TestGen plug-in in this course** option.

16. 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.

17. Optionally click **Edit Email Address** to change the email address used for communication with students.

18. Click **Save** to view your Course Settings Summary. Review your choices and click **Edit** if you want to change any settings.

19. 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.

    If you provide the Course ID electronically, students can copy and paste it when they enroll. 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.

20. Click **Run Browser Check** to ensure that you have the latest version of the Flash player and any other components needed to view the multimedia content of your course.

21. 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.

Note: For best performance, Pearson recommends that you do not enroll more than 350 students in a course. You can use course groups to manage courses with large enrollments.

Access your course

After you log in, you come to the course home page of the last course you worked in. To access the My Courses page from within a course, click your name in the course banner and choose **My Courses** from the dropdown menu.

The My Courses page lists all of the courses you are teaching. You can click on the name of a course to enter it.

The right side of the list shows the Course IDs for your courses. You can click on a Course ID to open a First Day of Class handout for your students. This document will guide them through registration and enrollment in your course.

You can click the links on the upper right to create a new course, manage your courses, and get further information about using your course.

Run the browser check

You and your students need to run the Browser Check to make sure that you have the browser components needed to work in your course.

To work with questions online, you and your students may need browser components (for example, QuickTime) to view videos and animations. If any of these components is missing, the Browser Check helps you install them.

 To run the Browser Check, click the **Browser Check** link in the top banner of your course or in the course announcements.

The results of the Browser Check appear in a new window. Components you may need to install are shown at the top of the page with a warning icon ( ):

- You see **Install Now** after a component's name if you need to install it. Click this link to go to the website where you can install the component.

- You see **Check Version** after a component's name if the Browser Check can't determine whether you need to install it. Click this link to open a test page that will tell you whether you need to install or upgrade the component.

Components that you already have are shown with a blue check mark ( ).

You can click **Show Details** to view information on what the component does and where you can find our more about it. Click **Hide Details** to close the information box.

Note: You must have administrator rights to your computer to install any type of software on it. If your computer belongs to you, you almost certainly have administrator rights. If the computer belongs to someone else (for example, your company or your school), you probably don't. Click the **Administrator Rights** link at the top of the window to find out how you can check whether you have administrator rights.

If you have any problems installing or using the components, click the **Troubleshooting Topics** link for helpful tips.

Navigate with your course menu

The navigation buttons in the left menu 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.

You can click the hide icon [icon] above the menu to collapse the menu and gain more screen space. Click the show menu icon [icon] to open the left menu again.

The options in the menu can vary by course, but the most common options are described here.

STUDENT	
Course Home	**Course Home** opens the course home page, which lists upcoming assignments and lets students access them.
Calendar	**Calendar** opens a month view of the course calendar.
Homework and Tests	**Homework and Tests** opens the Homework and Tests page, which lists all the online assignments in your course. Students can see their results and click on an assignment name to work on it.
Results	**Results** opens the Results page, where students can see their results on assignments and their overall score in the course.
Study Plan	**Study Plan** opens a student's personalized Study Plan, where students can practice working questions, test their mastery, and get tutorial help.
INSTRUCTOR	
Course Manager	**Course Manager** opens the Course Manager, where you can create, edit, and delete your courses.
Home Page Manager	**Home Page Manager** opens the Home Page Manager, where you can choose whether to show or hide information on the course home page.
HW & Test Manager	**HW & Test Manager** opens the Homework/Test Manager, where you can create, copy, or edit your assignments.
Study Plan Manager	**Study Plan Manager** opens the Study Plan Manager, where you can customize the coverage and requirements to prove mastery in your students' Study Plans.
Gradebook	**Gradebook** opens your Gradebook, which automatically records your students' scores on assignments. Using the Gradebook, you can manage student scores, generate reports, and export data.

Use the tool bar

The tool bar at the top of the course window gives you additional sources of help and lets you manage your course and personal information.

The help dropdown menu

The **Help** dropdown menu provides information on how to use the product. Instructor help appears on pages used by instructors and student help on pages used by students. For instructors:

- **Help** opens the online help system or a page with links to several sources of help.

- **FAQ** opens a page with links to several sources of help or the frequently asked questions page in your product's website.

- **Legend** opens the student online help to a page that explains the product icons and conventions.

- **Take a Tour** opens the page on tours and training page in your product's website.

- **Support** opens your product's Product Support page, where you can get additional help using the product.

The Browser Check option

Browser Check launches the Browser Check, which checks that your computer has the browser components you need for your course.

If you launch the Browser Check using the link on the toolbar, it displays the components needed for the current course. Select a different course from the dropdown course list in the breadcrumb path to view the components for that course.

Your name dropdown list

The dropdown list under your name lets you manage your course and personal information:

- **My Courses** opens the My Courses page, which lists all of your courses, displays their Course IDs, and contains links that help you create and manage courses and get information.

- **Enroll in Course** opens the new course wizard so you can enroll in another instructor's course.

- **Edit Account** opens the Edit Account Information page where you can edit your personal information, school information, login name and password, and security question and answer.

- **My Places** opens your My Places page, which displays the Pearson products you are using, announcements from Pearson, and information on contacting Customer Technical Support.

- **Log Out** ends your session and closes all the browser windows for your course.

Set up course groups

You can set up a course group to help you manage several sections of the same course.

A course group contains:

- A coordinator course - The master course used as the template for all the courses in the course group. Students should not be enrolled in coordinator courses.

- Member courses - Copies of the coordinator course that are linked to the coordinator and are used to teach each section in the course group. Students are enrolled in the member courses.
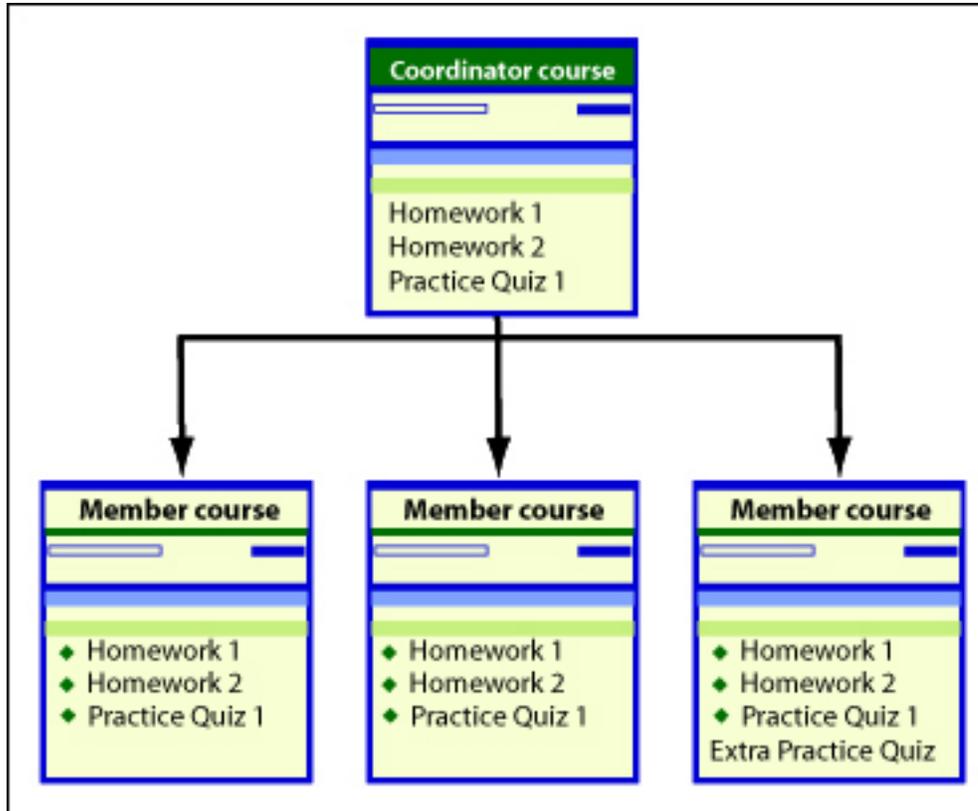
A member course retains a link to the coordinator course. To manage all the members in a course group, the owner of the coordinator course make changes to the coordinator course. Changes made to the coordinator course automatically apply to its member courses and override customizations in a member course. Changes made to a member course do not affect any other courses in the course group.

To create and manage a course group:

1. Set up the coordinator course and customize it.

2. Copy the coordinator course for each section in the course group. This step creates your member courses.

   You can create the sections yourself and then assign section instructors, or section instructors can create their own sections, depending on how you set up your course group.

3. Manage all the member courses by making changes in the coordinator course. For example, you could create new assignments that are automatically inherited by all the member courses.

The owner of a course group (the "coordinator") is the primary instructor for any member course, no matter who creates the course. By default, the member course instructor is enrolled in the course as a section instructor with restricted access.

As the primary instructor, you can specify how much control section instructors have over their member courses. You can allow section instructors to fully customize their member sections or you can restrict them to read-only access. You also can choose specific actions that a section instructor can perform. >

If a member course has more than one section instructor, you can edit your roster to give them different levels of access. You can also edit a member course to change the access of the instructor of that course.

See Work with roles in course groups for details on how roles function in course groups.

Member courses are scheduled for automatic removal a year after their end dates.

Work with roles in course groups

To manage access to course groups, different roles are assigned to the instructors who create the coordinator course and those who teach the member courses:

- Coordinator instructor - creates the coordinator course and is the primary instructor for all member courses. The coordinator instructor owns all member courses and uses the coordinator course to manage the course features and content, which are inherited by the member courses.

- Section instructor - teaches a member course but has restricted access to the course, as specified by the coordinator.

Work as a coordinator

After creating the coordinator course, the coordinator instructor is automatically the primary instructor for all member courses. When the coordinator instructor makes changes to the coordinator course, the changes trickle down to the member courses. In addition, the coordinator instructor can make any changes to a member course in the course group except deleting student results.

The coordinator instructor sets the level of access granted to section instructors in the course groups. A coordinator instructor can grant the same level of access to all section instructors in the entire course group by specifying access in the coordinator course. The coordinator instructor also can set different levels for individual member courses. If a course has more than one section instructor, the coordinator instructor can grant different levels of access to each section instructor by editing the course roster.

Work as a section instructor

A section instructor's role and capabilities within a member course are determined by status (instructor or student) and by the level of access granted to section instructors by the coordinator instructor. By default, the member course instructor is enrolled in the course as a section instructor with restricted access.

The following table shows what section instructors with different levels of access can do while teaching their member course. The coordinator instructor can also set custom access levels by choosing the tasks that section instructors are allowed to perform.

Action within a member course	Instructor with full access	Student with full access	Default section instructor	Read-only access
Create a member course	yes	no	no	no
Copy a member course	yes	no	no	no
Edit course settings	yes	yes (except course access	no	no

Action within a member course	Instructor with full access	Student with full access	Default section instructor	Read-only access
		settings)		
Customize content	yes	no	no	no
Post course announcements	yes	yes	yes	no
Delete or edit announcements inherited from the coordinator course	no	no	no	no
Delete the course	yes	yes	no	no
Use all Gradebook features (except editing the roster)	yes	yes	yes	view only
Edit the roster	yes	yes (except course access settings)	no	no
Use all Homework/Test Manager features (except creating custom questions)	yes	yes	yes	view only
Import assignments	yes	yes	yes	no
Add custom questions	yes	yes	no	no
Add their custom questions from their own pool	yes	yes	no	no
Edit custom questions inherited from the coordinator course	no	no	no	no
Import results	yes	yes	yes	no
Submit scores for incomplete assignments	yes	yes	yes	no
Export Gradebook results	yes	yes	yes	no
View and manage results	yes	yes	yes	view only
Delete or edit assignments inherited from the coordinator course	no	no	no	no
Delete student results	yes	yes	yes	no
Edit instructor email address	yes	yes	no	no

Set up a coordinator course

You use a coordinator course to define the content and behavior of the member courses in a course group.

You can create a coordinator course by:

- Creating a new coordinator course.

- Copying an existing course.

- Converting an existing course to a coordinator course by editing the course and changing its Course Type to Coordinator. This option is available only when no students have enrolled in the course.

You also can reuse previous courses by copying a member course, removing it from the course group, and then changing the copy to a coordinator course. See Reusing coordinator courses for details.

Create a new course or copying an existing course

To create a new coordinator course or copy an existing course:

1. Open the Course Manager and click **Create or copy a course**.

2. In step 1 of the New Course wizard, select **Coordinator** from the **Course Type** dropdown menu.

3. Enter a name for your course in the **Course Name** box.

4. Select the appropriate option:

   - **Create a new course** - If you are creating a new coordinator course, select this option and then pick your textbook from the dropdown list.

   - **Copy one of my existing courses** - If you are copying a course that you have already created, select this option and then pick the course name from the dropdown list.

   - **Copy a course from another instructor at my school** - If you are copying a course created by another instructor at your school, select this option and then pick the course name from the dropdown list. To appear in the dropdown list, the owner of the course must have made it available for copying.

   - **Copy a course by specifying the Course ID** - Select this option to copy a course from a different school or institution. You can also use this option to copy one of your own courses or to copy a course from another instructor at your school.

5. Click **Next** to continue.

6. In the Availability step, most of the availability options are grayed-out because students do not enroll in coordinator courses. Click **Next** to advance to the next step.

7. In the Group Admin step, select whether you want to permit the instructors of member courses to remove their courses from the course group. Then click **Next** to advance to the next step.

8. In the Course Access step, specify what level of access to grant to section instructors of the member courses. (See Work with roles in course groups for details on roles and access to courses.)

9. In the Coverage step, remove any content that will not be covered in the sections. If your course includes learning aids, click **Next** to advance to the next step.

10. In the Learning Aids step, select the learning aids that you want to make available to students in the sections. (This step does not appear if your course does not have learning aids.)

11. Click **Save** to create your coordinator course.

When you have created your coordinator course, it appears with "Coord:" in front of its name in the Course Manager.

See Set up member courses for details on how to create member courses in your course group.

Note: If you create a coordinator course and then import assignments from another course, prerequisites are not copied with assignments into the new coordinator course.

Reuse coordinator courses

You can reuse your coordinator course to create new course groups that preserve your course customizations.

To reuse a coordinator course:

1. Create a new member of your existing coordinator course.

2. Remove the new member course from the existing course group.

3. Edit the new member course and change it to a coordinator course.

4. Customize the coordinator course as appropriate and then copy member courses.

Set up member courses

After you have created your coordinator course, you can make as many copies as you need for each section. These copies, called member courses, contain the same content as the coordinator course.

You must copy the coordinator course to create a member section. If you copy a member section, it will become a standard course and will not be part of the course group.

Depending on how your department is organized, you can create member sections in one of two ways:

▪ The coordinator instructor, who created the coordinator course, also creates the member sections.

▪ Section instructors with permission can create their own member sections by copying the coordinator course.

With either approach, the coordinator instructor remains the primary instructor of the member course, and member course instructors are enrolled in the course as section instructors. Only the coordinator instructor can make changes to the coordinator course.

The coordinator instructor remains the owner of the member courses and can specify how much control section instructors are allowed to exercise in the member courses.

To create member courses:

1. Open the Course Manager and click **Create or copy a course**.

2. In step 1 of the Copy Course wizard, select **Member** from the **Course Type** dropdown menu.

3. Enter a name for your course in the **Course Name** box

4. Select one of the following options:

      ▪**Join the course group for one of my own coordinator courses** - Select this option to copy a coordinator course that you created.

      ▪**Join another instructor's coordinator course group by selecting the coordinator course** - Select this option when you know the course name but not the course ID.

      ▪**Join another instructor's course group by specifying the coordinator Course ID** - Select this option when you know the course ID.

5. From the dropdown list, select the coordinator course that you want to copy. Then click **Next**.

6. In the Availability step, select availability options as usual and then click **Next**.

    If you select the **Copying** checkbox, copies made of this member course will not be part of the course group.

7. In the Group Admin step, you can see any other members of the course group. Click **Next** to continue.

8. In the Course Access step, you can specify what level of access to grant to section instructors of the member course, if you are the coordinator instructor. (See <u>Work with roles in course groups</u> for details on roles and access to courses.)

9. In the Coverage step, you can add or remove content in the course if you have instructor access to the course.

10. In the Learning Aids step, you can add or remove learning aids.

11. Click **Save** to create your member course.

12. If you are creating member courses to be taught by other instructors, make sure they have enrolled in the member courses. You can then go to the Gradebook and edit the roster to assign section instructor access to the instructors of the member courses.

Manage your course

You can use the Edit Course wizard to customize course settings, such as course access, availability, and coverage.

To access the Edit Course wizard:

1. From the left menu, select **Course Manager**.

2. In the table in the Course Manager, click **Change Settings** from the **Actions** dropdown list for the course you want to edit. Then click **Go**.

3. On the Course Settings Summary page, click the **Edit** link for the information you want to change.

The options you can edit are the same as the choices in the <u>New Course wizard</u>.

When you have made your changes, click **Save** to return to the Course Settings Summary page, where you can review your customizations.

Manage the course home page

The course home page shows each student's progress in your course and lists the student's upcoming assignments. It also shows announcements that you post.

The course home page appears when you first log in to your course. While working in your course, you and your students can access the course home page at any time by clicking **Course Home** in the left menu.
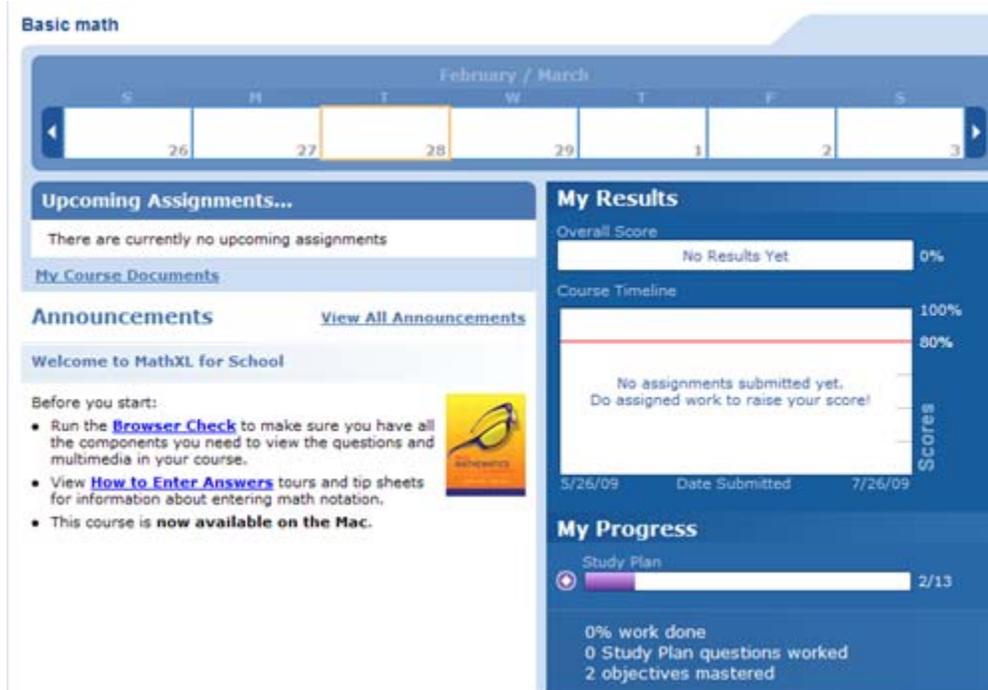
The course home page is made up of several sections:

- The **calendar** at the top of the page shows assignments that are available, completed, and due during the current week.

- The **Upcoming Assignments** list displays the next three assignments that the student needs to do, with any due dates.

- The **My Course Documents** link opens the Course Documents window, where you can upload and manage files to use in your course. When your students click this link, they can view or download your documents. This link is not available in all courses.

- **Announcements** shows Pearson announcements and any announcements that you add. Click **Home Page Manager** in the left menu to post your own announcements.

- The **My Results** chart shows students their overall score so far and the assignments they have completed (with scores) along the course timeline.

- The **My Progress** chart contains a separate progress bar for each type of work (homework, quizzes, tests, other assignments, and Study Plan). Each bar indicates how many assignments the student has done out of the total.

You can choose which sections to display on the course home page and modify the percentage overall score that students should minimally attain in your course. Click **Home Page Manager** in the left menu to customize your course home page.

See the instructor online help for detailed information on customizing your home page.

Manage announcements

You can create and edit announcements to post on your students' course home page.

To manage your announcements, click **Home Page Manager** in the left menu.

On the Home Page Manager page, you can:

- Click **Create Announcement** to add an announcement to the home page.

- From the **Actions** dropdown menu for an existing announcement, edit or delete an announcement.

- Change the display order of announcements.

See the instructor online help for detailed information on customizing your home page.

Manage assignments

The Homework/Test Manager lets you create assignments and customize how they are delivered. The page also lists all the assignments in your course and lets you edit them.

To access the Homework/Test Manager, click **HW & Test Manager** in the left menu.

To create an assignment, you can:

- Use the **Create Assignment** dropdown list to choose questions for an assignment from the course testbank. You can preview the questions, which are associated with the questions in your textbook.

- Click the **sample tests and quizzes** or **sample homework** link to create an assignment of that type from a sample. You can edit the sample assignment to add or remove questions, change point values, and so on.

The Homework/Test Manager also contains links that let you change due dates, assign or unassign multiple assignments, or set prerequisites. The **More Assignment Tools** dropdown list gives you several options for fine-tuning assignments. The **Manage Custom Questions** link opens the Custom Question Manager, where you can create your own questions for inclusion in your assignments.
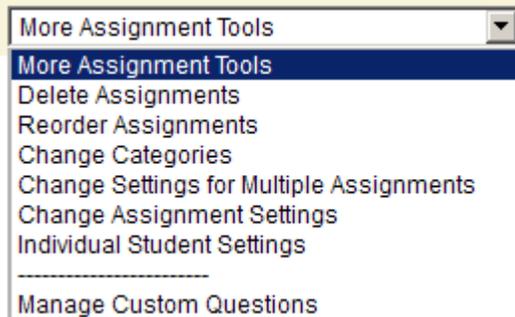
See the instructor online help for detailed information on managing assignments.

Manage student Study Plans

Student in your course can take advantage of a personalized Study Plan where they can practice without affecting their scores and test their mastery. You can use the Study Plan Manager to customize the coverage and mastery requirements in your students' Study Plans.

To access the Study Plan Manager, select **Study Plan Manager** from the left menu.

Click the **Edit** link to the right of the section name to go to a page where you can edit the Study Plan settings:

- **Knewton Adaptive Learning Engine** - Lets you choose whether students' Study Plans offer each student continuously updated, personalized recommendations on what to study next. This option is available only for courses enhanced with Knewton Adaptive Learning.

- **Mastery Settings** - Lets you choose what work (homework, test, quizzes) contributes to students' Study Plan results and lets you set the score that students must achieve to prove mastery for each type of work. You also can choose whether Quiz Me quizzes are

used to prove mastery in the Study Plan and set the number of questions offered in Quiz Me.

- **Access** - Lets you choose when students see the Study Plan contents and recommendations. This section appears only when you do not use Knewton Adaptive Learning in your course.

- **Coverage and Scoring** - Lets you choose which questions appear in students' Study Plans and also lets you specify whether a section or objective contributes to students' Study Plan scores.

See the instructor online help for detailed information on customizing the Study Plan.

Manage your Gradebook

Your Gradebook automatically records students' results on assignments and Study Plan work. You can use the Gradebook to manage grades, view details of student results, and export reports to use in spreadsheets.

To access the Gradebook, click **Gradebook** in the left menu.

When you first open the Gradebook, you get a view that gives you access to all of the different views and tools.
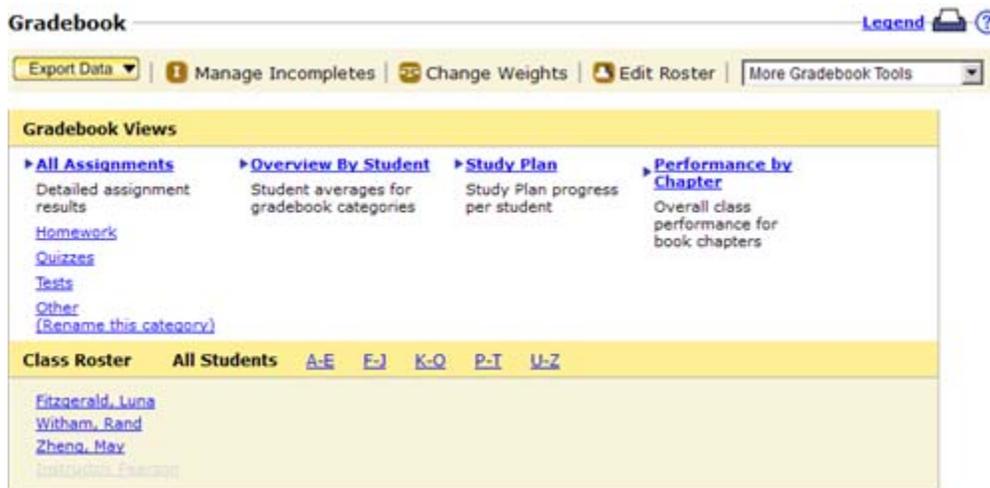

The Gradebook Views area of the page lets you choose how to view your students' results:

- Click **All Assignments** to see students' results on all assignments or click the name of a category (for example, Tests) to view students' results only for assignments of this type.

- Click **Overview by Student** to see each student's average score on assignments and Study Plan work.

- Click **Study Plan** to see each student's results for all the Study Plan questions in a selected chapter or in the whole course.

- Click **Performance by Chapter** to see the class scores on assignments and Study Plan work for a specific chapter or section of the course.

Under Class Roster, you can click a student name to view the Results page for that student.

The options at the top of the page let you export results, submit zeros for incomplete assignments, change assignment weights, and manage student status in the roster. The options in the More Gradebook Tools list offer you several other ways to manage your students' scores and access to assignments.
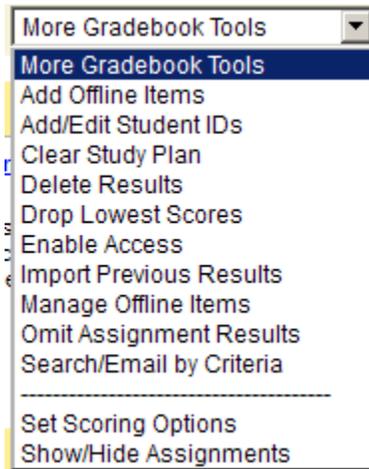
See the instructor online help for detailed information on the Gradebook's many powerful features.