Getting Started Guide for Teachers
Preparing to teach with MathXL for School

MathXL for School is a powerful online tutorial, homework, and assessment system designed specifically for Pearson Education (Prentice Hall and Addison Wesley) textbooks in mathematics and statistics. MathXL for School creates personalized study plans for your students based on their test results and offers algorithmically generated tutorial exercises correlated to the exercises in the textbook. Ideal as a powerful supplement to any math class, as a rich standalone study program, or as a tool for intervention, credit recovery, and remediation, MathXL for School makes teaching your class easier and helps your students succeed!

This document tells you how to register for MathXL for School, log in, and set up your online course.

Before you begin be sure you have:

- A valid **e-mail address**

- A **teacher access code**, located inside the front cover of the **Class Registration Kit**
    - Kits with 100 student registrations include 4 teacher access codes
    - Kits with 25 student registrations include 1 teacher access code

If you do not have a teacher access code or Class Registration Kit, you can request information from your Pearson representative or request access by submitting the form at http://www.mathxlforschool.com/support/school/ordering.html.

Whether you are working on a computer at your school or at home you will need to have administrator access and be connected to the Internet so you can install the necessary components. *(If you're not sure whether your computer meets the system requirements, go to http://www.mathxlforschool.com/support/school/system.html, review the MathXL for School Browser Check or Installation Wizard in your course, or contact Customer Technical Support at 1-888-695-6577.)*

If your students will be accessing MathXL for School from a computer lab or library at your school, the Browser Check or Installation Wizard must be run on the school computers to install the necessary components. *(For additional IT information contact Customer Technical Support at 1-888-695-6577 or visit http://www.mathxlforschool.com/support/school/contactus_it.html.)*

Registering and logging in:

1. Launch Internet Explorer. *If you are using AOL to connect to the Internet you will need to minimize AOL and then launch Internet Explorer.*

   NOTE: Your MathXL for School course may be available on both PC and Mac platforms, using Internet Explorer, Firefox, and Safari. Check with your Pearson representative for more information.

2. Go to **www.MathXLforSchool.com** and click on the **Register** button if you are a first-time user and have your teacher access code.
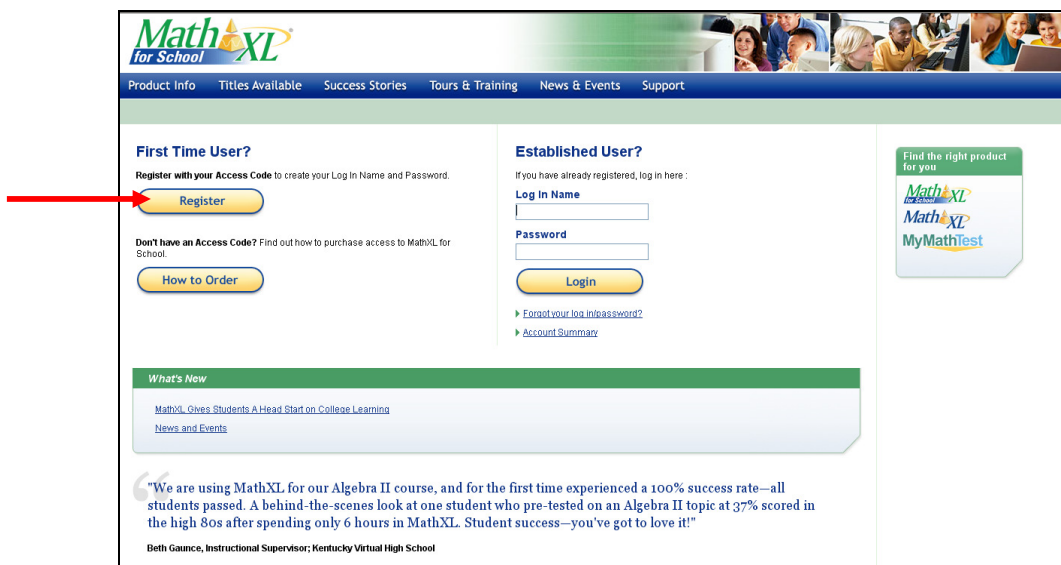
3. Please read all information in the License Agreement and Privacy Policy. Click **Accept** if you agree to the terms.

4. On the Access Information screen, you'll be asked whether you already have a Pearson Education Account.

   If you have registered for other Pearson online products, you may already have a login name and password. Select **Yes** to enter your login information.

   If you select Yes, you will see a Welcome Back screen, where you may be prompted to update your password and make changes to your account information as needed.

If this is the first time you have registered for a Pearson online product, select **No** to create your **login name** and **password**. You may want to use 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.

If you aren't sure whether you have a Pearson account, select **Not Sure**. Enter your email address and click **Search**. If you have an account, your login information will be sent to your email address within a few moments. You can then change your selection to **Yes**, and enter your login name and password as directed.

5. In the Access Code boxes, type in your teacher access code. Then click **Next**.

6. On the Account Information page, enter your first and last name and email address. Re-type your email address to ensure it is correct. If you have more then one email address, be sure to use one you check frequently and would prefer your students to use.

7. In the School Location section, select **United States** from the School Country drop-down menu. Enter your **school** zip code, and then select your school from the drop-down list.

   *If your school is not listed, scroll to the bottom of the drop-down list and select **Other**. Then enter your school name and city and select the state.*
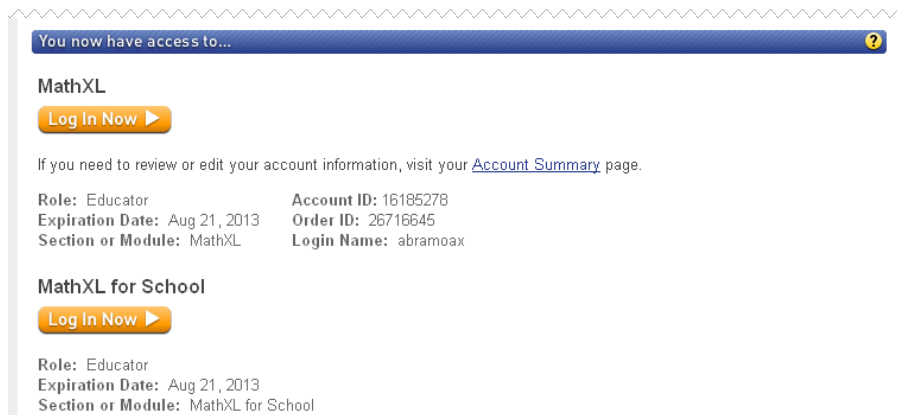
8. Select a security question and answer to ensure the privacy of your account. Click **Next.**

9. When your registration is complete you will see a confirmation screen. Print the Confirmation & Summary page so you will have a record of the Pearson products you have access to.

You now have access to...

MathXL

Log In Now ▶

If you need to review or edit your account information, visit your Account Summary page.

Role: Educator
Expiration Date: Aug 21, 2013
Section or Module: MathXL

Account ID: 16185278
Order ID: 26716645
Login Name: abramoax

MathXL for School

Log In Now ▶

Role: Educator
Expiration Date: Aug 21, 2013
Section or Module: MathXL for School

10. You will also receive an email confirmation sent to the email account you used to register. Please print your registration email so you will have a record of your login name and the email address used for your account.

11. **To return to the MathXL for School login page** click **Log In Now** under MathXL for School. You can also go to **www.mathxlforschool.com**, enter your login name and password, and click **Login**.

12. On the Welcome to MathXL for School screen, click **Enter MathXL for School**.
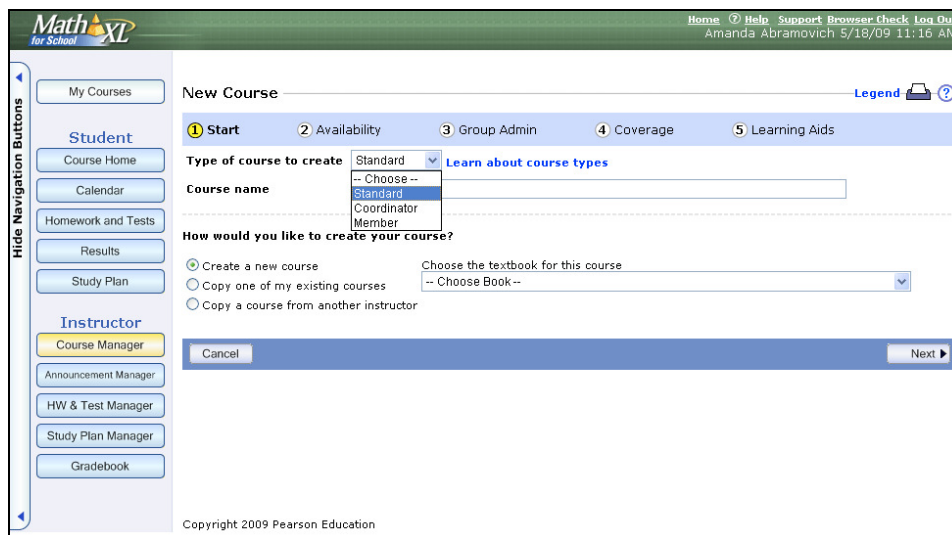
Creating your course:

1. The first time you log in you will be prompted to create your first course. Click **Create or copy a course** in the Course Tools box on the right side of the screen.
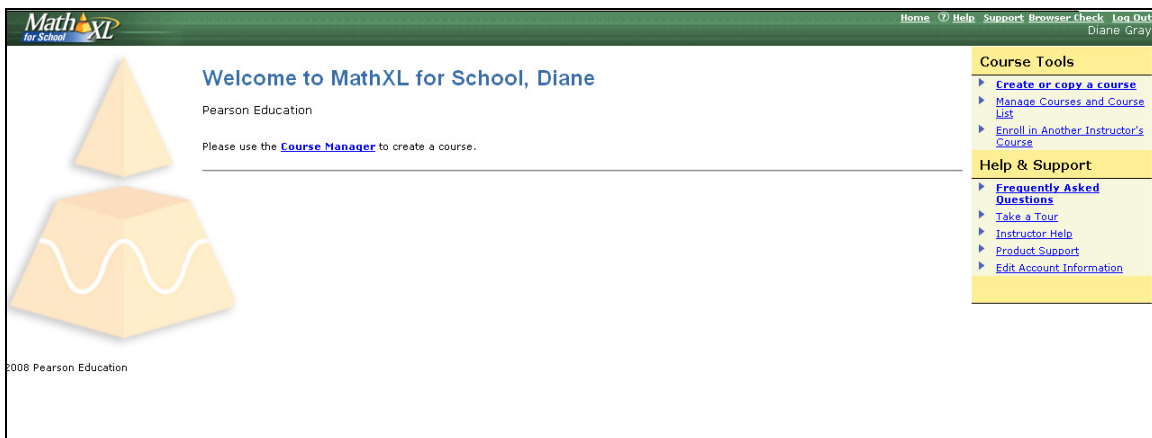
*If you do not set up a course, students (with registration codes) can access MathXL for School on their own by selecting **I am studying on my own, and need to choose a textbook** in lieu of selecting a teacher's course after they log in. Students who opt to study on their own can easily enroll in their teacher's course at any time.*

2. On the New Course screen select the type of course to create from the drop-down list. Choose from Standard, Coordinator, or Member.

Important! If your school has set up a master Coordinator account for all teachers to copy, be sure to select Member course.

MathXL for School

New Course ——————————————————————————— Legend 🖨 ⑦

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

Type of course to create   Standard ▾   **Learn about course types**

-- Choose --
Standard
Coordinator
Member

Course name

How would you like to create your course?

◉ Create a new course
○ Copy one of my existing courses
○ Copy a course from another instructor

Choose the textbook for this course
-- Choose Book -- ▾

[Cancel]   [Next ▶]

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Navigation sidebar:
My Courses
Student
Course Home
Calendar
Homework and Tests
Results
Study Plan
Instructor
Course Manager
Announcement Manager
HW & Test Manager
Study Plan Manager
Gradebook

Hide Navigation Buttons

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3. Type in your course name. Be sure to use a name that is easily associated with your class. If you have more then one class you may want to specify the class time to differentiate it. (i.e., Algebra I – 8am)

4. Select how you would like to create your course. Choose to create a new course, copy your own, or copy another instructor's course.

   Important! *If your school has set up a master Coordinator course for all teachers to copy, be sure to select 'Copy a course from another instructor' and select the Coordinator course created for all teachers at your school.*

5. Use the drop-down list to choose the textbook you are using for this course. Click **Next**.

6. Select the course availability, time zone, and copying option. Click **Next**.

7. If you have copied a Coordinator course, you will see additional information related to your course group. Click **Next**.

8. If your textbook is mapped to a set of curriculum standards, you will see a drop-down menu where you can choose the standards to apply to your view of your course.

9. Customize the content in your course. Expand each chapter and section to view objectives. Uncheck content you do not want included in the course. Questions from unchecked items will automatically be excluded from assignments and the Study Plan. Click **Next**.

10. Choose the multimedia learning aids you want available in your course. Click **Save**.

11. View your Course Settings Summary. Click **Edit** to make changes, if needed.


Important! *Your students will need the Course ID to enroll in your course. Click the* ***Course ID*** *link to generate a handout you can distribute to you students that contains the information they will need to register for MathXL for School and enroll in your course.*

12. Click **OK** to return to the Course Manager.

13. **Click Course Home and run the Installation Wizard or Browser Check** to ensure all plug-ins and components are installed to your school and home computers.

14. Using the **Instructor** buttons on the left, post announcements, create and assign homework, quizzes, or tests, and manage student progress in your Gradebook.

15. After you have set up your course, you can view it as a student by using the **Student** buttons on the left. You can work assignments and view results as a student would. *(Students do not see Instructor buttons.)*
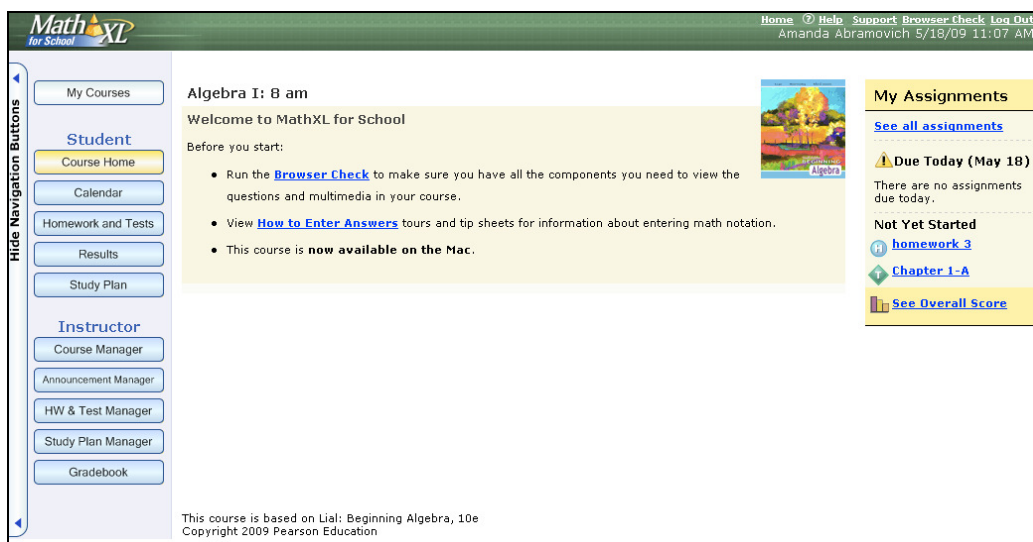
16. To access available help resources, click on the ⓘ **Help** link at the top right of the screen. You can get page-specific help by clicking on the ⓘ icon at the top right of any page. Training and additional resources are under the **Tours and Training** tab at **www.MathXLforSchool.com**.

17. Need help? Visit **http://www.mathxlforschool.com/support/school/contactus_inst.html** for more information, click on the **Support** link at the top right of the screen, or contact the Customer Technical Support team at **1-888-695-6577**.

Thank you for teaching with MathXL for School!