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1. Getting setup for your online course
   a. Information regarding purchasing the “MyMathLab Student Access Kit” was sent to your email in the Letter of Introduction (also found on my website [http://cabrillo.edu/~stran](http://cabrillo.edu/~stran))
   b. Once you have the kit – you register at the MyLab site: [http://www.pearsonmylabandmastering.com/northamerica/](http://www.pearsonmylabandmastering.com/northamerica/)
   c. Once you have the courseID and have registered you can now Log In to MyLab and start the course.
      The courseID for this course is: ______________________ (fill in at orientation)

2. Inside MyLab
   a. Main Menu – left hand side of screen
3. Course Home  
   a. Calendar up top shows what is coming due – hover mouse over items in the calendar to see what is due (see below).

   ![Calendar Image]

   b. “My Upcoming Assignments” box  
      i. below the calendar – shows what is coming up due 
   c. “Announcements” box – check for new announcements daily. Very useful information will be put here by me regarding the course.

4. Syllabus  
   a. Click on this box for a link to the course syllabus

5. Pacing & Dates  
   a. Click on this box for a link to the Pacing and Due Dates calendar for the course. I suggest printing this and taping it to the front of your binder you plan to use for the course to keep you on track.

6. Discussion Board – below is an image of the discussion board  
   a. Once new threads of discussion are started they will be listed in this area and you can join them.
7. Online Homework & Quizzes - the snapshot below shows the screen that will pop up when you click on Online Homework & Quizzes on the left.

To get to the online homework, select “Homework”

To get to the online quizzes, select “Quizzes & Tests”

There is a lot to learn regarding using this online homework system so BEFORE you email me with questions regarding the online homework system make sure to watch the Orientation Video (see “Accessing the Online Homework Orientation Video” step on the following page.)
8. Accessing the Online Homework Orientation Video
   a. Step 1 – click on the “Become familiar with the exercises...” link
   b. Step 2 – when the following screen pops up - click on “Animation”
c. Step 3 – when the video pops up, make sure to watch EVERY video (menu is on the left side, see snapshot below)

9. Book HW Sets & Directions – click on the link on the left side menu screen. It will bring up my web page that has all the Book Homework links (including directions) that you will need for the semester. For due dates, see Pacing Calendar in Pacing & Dates. The Book Homework links can also be found by going to my website http://www.cabrillo.edu/~stran
10. Whiteboard Office Hours – to get help from the instructor click on “Whiteboard Office Hours” on the left menu bar of MyLab (see snapshot below). Click on “Join Session”  

Note: You can view old archived office hour sessions by clicking on one of the dates listed under “Session Archives” in the same window.

Joining a session:
You may need to click “RUN” when a window pops up asking if you want to run the “Blackboard Collaborate” application. Also, you may need to click “Don’t Block” when another window pops up asking you about blocking.

You have successfully joined the office hours session if the following window pops up with you listed in the “Main Room” on the left window above the chat window.

There is currently no audio option for the whiteboard office hours, however you can type your questions in the chat window (left side lower half) and myself and others can respond. You can draw out math symbols on the white board as needed to go along with your typed chat responses.
11. Access the eBook – click on eBook and the following screen will appear. Note: Answers to the odd problems can be found by clicking on the “Answers to Selected Exercises” or “Solutions to Selected Exercises” links (see circled). Also note that the “Student Solutions Manual” shows up on the left side of the screen for you to click on.

- To access a specific section of the book (ie. Section 3.1) – click on the Chapter and then a list of the sections will appear. Select the appropriate section and the following screen should appear.
  - Video presentation is the section lecture video
  - Multimedia text is the digital version of the printed text – this is where you will go to view the written Book Homework problems that are due on Exam days.

Note: In the eBook there are icons such as and that you can click on for more help.
12. Exam Practice Sheets – click on the link on the left side menu screen. It will bring up my web page that has all the Practice Sheet links that you will need for the semester. The Practice Sheet links can also be found by going to my website http://www.cabrillo.edu/~stran

13. Practice Exam Solutions – click on the menu link in MyLab below Exam Practice Sheets. The Practice Solution links can also be found by going to my website http://www.cabrillo.edu/~stran
14. Gradebook – shows all your online and offline scores for the semester. To see your overall grade at anytime, click on “Show Overall Score.”

15. Tools for Success and Multimedia Library – these two items will be demonstrated during orientation, or you can peruse them at your leisure.

16. Measurement Formulas – clicking on this link will get you to the Measurement formulas handout that can be used for Chp. 7.
17. Geometry Formulas - clicking on this link will get you to the Measurement formulas handout that can be used for Chp. 8.
18. MLC & ILC – click on this link to get information regarding the Math Centers located at both the Aptos and Watsonville campuses.

19. Student Checklist

☐ Do you have a laptop/desktop that you will use consistently?

☐ With this laptop/desktop can you:
  ☐ Pull up the eBook and view the Video Lectures and digital copy of the printed textbook.
  ☐ Can you use all the tabs/icons on the right hand side of the online homework (ie. Help me solve this, View an Example, Ask the Instructor, etc.)
  ☐ Can you access the Whiteboard Office Hours and does it load okay?

☐ Do you have an acceptable photo ID (driver’s license, student ID, etc.) that you will have with you at every test?