

How to Setup Online Course Materials for MAT 010, 011, and 012

First you will need your LOGIN NAME and PASSWORD.

If you have not yet registered or received a login name and password by email, you can register by attending one of the math department mymathlab workshops, or by going to the following website:

http://coursecompass.com/html/educator_support.html

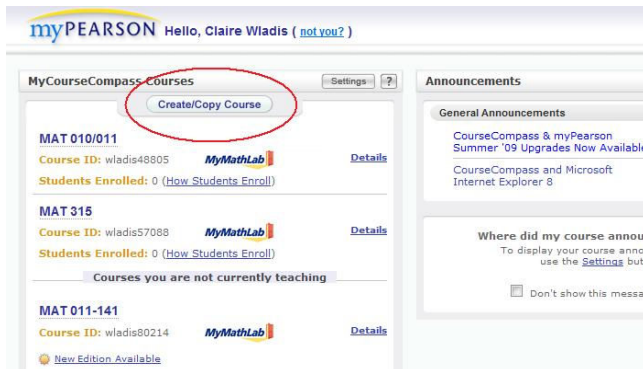
AFTER YOU HAVE REGISTERED:

Log in to CourseCompass

1. To log in, go to www.coursecompass.com and click the big yellow “Log In” button.
2. Enter the login name and password you created during registration.
3. Click **Log In**.

Create and preview your first course

First click on the light blue “Create/Copy Course” button at the left:



Next, you will see the following screen:



Click on “Copy a Course” – this will make two new options below it appear (see above).

Then click on “Copy Another Instructor’s Course” and enter the following course ID, depending on the course you are creating:

MAT 010 or 011	wladis48805
MAT 012	professor96335

Click the “Continue” button.

Now you can enter specific information for your course.

Entering the course name, description, and course dates:

1. Enter the name of the course in the Course Name field.
2. Select the enrollment start and end dates, and then select the course start and end dates.
Note: Students cannot access this course after the course end date, although you can change the course end date at a later time. For this reason, you may want to set the course end date a month or so after the last day of classes to allow students time to complete makeup work, or to allow you time to copy course materials you plan to use again.
3. Click **Create Course Now**. The Confirmation - Request Received page appears:



Notice the course ID given on this page – YOU WILL NEED TO GIVE YOUR STUDENTS THIS ID IN ORDER FOR THEM TO ACCESS YOUR COURSE.

4. Click **print this page** to save a copy of your course ID.
Note: It may take 1 hour to 1 business day to create your course. You do not need to stay logged in to CourseCompass or connected to the Internet while CourseCompass creates your course.
5. Now that you have created your first course, you can do one of the following:
 - o Click **Create or Copy Another Course** to create another course.
 - o Click **Log Out** to exit CourseCompass.
 - o Click **My CourseCompass** to investigate the CourseCompass environment.

Previewing your course

1. When you receive the email telling you that your course is ready:
 - a. Return to the [CourseCompass home page](#).
 - b. Click **Log In**.
 - c. Enter your login name and password.
 - d. Click **Log In** again to enter CourseCompass.
2. Click the course title in the Courses area to review, update, and customize its contents.
Note: The course is ready to teach—you do not have to make any changes. If you are new to course management systems such as CourseCompass, you can leave the course as is and start teaching right away. For information about customizing your course, see online Help.

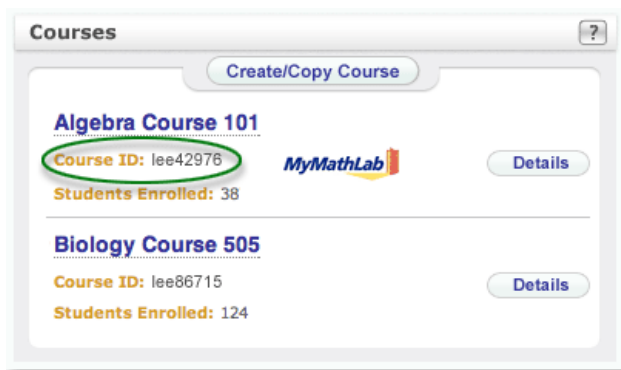
INFORMATION YOU WILL NEED FOR YOUR STUDENTS:

Give students the course ID

You must give students **your course ID** – don't give them one of the course IDs that you use to copy material into your courses (i.e. don't give students a course id beginning with jagai, plotkin, or professor).

On the first day of class, give your students the course ID for your CourseCompass course. This is the only way that CourseCompass can enroll them in the correct course.

To find your course ID, log in to CourseCompass. On the My CourseCompass page, your course ID appears below the course name in the Courses area.



A course ID looks like lee42976, where Lee is your last name and 42976 is a random five-digit number.

To register and enroll, students should go to www.coursecompass.com and click the **Register** button under **Students**. If they need help, students can click the **Registration Help** button under Students on the CourseCompass home page. Online help is also available during registration.

How do students get the access codes they need to register?

- They are packaged with **new** books when students buy them in the BMCC bookstore.
- They can purchase them online directly from Pearson. The current cost is \$70, and when the code is bought alone, they come with online access to the textbook.

The students who wish to do this should go to www.coursecompass.com. They will need:

1. a credit card or paypal account,
2. **your** course ID (from you), and
3. the school zip code (10007).

On the lower left hand side of the screen, under where it says Students, there is a link that says "How to buy access". Once the student clicks on this they are guided through the purchase.