

## Tips for Using MyLab Math

[MyLab Math](#) is a digital platform provided by Pearson Plc through which Germanna students can access homework assignments, quizzes, tests, and sometimes other course materials, such as the eText if it is available. This handout provides a general guide for how to navigate the course homepage, use the calendar, and open and complete assignments.

**Note:** There may be slight differences between your course and the examples in this guide.

For additional assistance with MyLab Math or with understanding any math concepts, please visit the Academic Center for Excellence website at: <https://germanna.edu/academic-center-excellence>

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### Course Home & Calendar

Course Home is the first window seen after logging into the [MyLab Math](#) website and selecting the course. It is also possible to arrive at this page by clicking a link for “MyLab and Mastering” in Canvas.

Course Home provides an overview of the course, complete with an overall score, a calendar, and a list of assignment due dates.

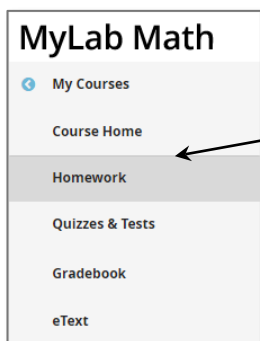
Each assignment will appear as a small icon in the calendar on the date that it is due and can also be seen in list form by scrolling down past the calendar. Click on these icons to open the assignments. Past due assignments may not be workable beyond the due date.

The screenshot shows the MyLab Math interface. On the left is a navigation menu with options like Course Home, Homework, Quizzes & Tests, Study Plan, Gradebook, eText, Chapter Contents, Skills for Success, Tools for Success, Multimedia Library, Learning Guide, Purchase Options, Discussions, and Course Tools. The main area displays a calendar for May 2022. A callout box labeled 'Navigation Menu.' points to the left sidebar. Another callout labeled 'Total score in MyLab Math.' points to a circular progress indicator showing 96%. A third callout labeled 'Icons appear on the calendar the day an assignment is due.' points to two blue circles on the calendar for Monday, May 9th. A fourth callout labeled 'The same assignments are listed below the calendar under Past Due Assignments, Current Assignments, and Completed Assignments.' points to a list of assignments below the calendar, including 'HW 1.3' and 'HW 1.4'.

Below is a key for the different icons that may appear on the calendar:

- The icon for a homework assignment is a blue circle.
- The icon for a quiz is a yellow square.
- ◆ The icon for a test is a green diamond.
- 🕒 A black clock icon means the assignment is past due.
- ✓ A black check box means that an assignment was completed.

### Viewing a List of Assignments



To view assignments by category in a single, neat list, use the left side navigation menu and click on the Homework tile.

Depending on how the instructor set up the course, this tile might be called "Homework," "Assignments," "Quizzes and Tests," or something similar.

This page lists the assignments according to due date. Extra details about the assignment are listed here as well, such as the score, the time limit if applicable, and the number of attempts.

The screenshot shows the 'Homework and Tests' interface. At the top, there are filters for 'All Assignments', 'All Chapters', and 'Show All'. A dropdown menu is open for 'All Assignments', showing options for 'Homework' and 'Quizzes & Tests'. Below this is a table with columns for 'Due', 'Assignment', 'Time Limit', 'Attempts', and 'Gradebook Score'. Callouts provide the following information:

- Click "see score" to reveal the score for a completed assignment.** (Points to the 'see score' link in the 'Gradebook Score' column for HW 1.3)
- View all assignments available using the drop-down menu.** (Points to the 'All Assignments' dropdown menu)
- Due dates.** (Points to the 'Due' column for HW 1.2)
- This assignment has unlimited attempts.** (Points to '0 of ∞' in the 'Attempts' column for HW 1.3)
- This test has a 90-minute time limit and 1 attempt.** (Points to '90min' in the 'Time Limit' column and '0 of 1' in the 'Attempts' column for Test 1)

Due	Assignment	Time Limit	Attempts	Gradebook Score
05/01/22 11:59pm	HW 1.2			past due
05/08/22 11:59pm	HW 1.3		0 of ∞	see score
05/21/22 11:59pm	Review Quiz 1.1 - 1.6 (Optional)		0 of ∞	past due
05/22/22 11:59pm	Chapter 1 Quiz		1 of 1	see score
07/01/22 11:59pm	Test 1 [Chapters 1 & 2]	90min	0 of 1	

### Opening a Homework Assignment

To open an assignment from the Homework and Tests list, click on the assignment title. If the title is blue, the assignment can still be opened and completed. If it is black, then it is a past assignment and cannot be worked on without an instructor's permission.

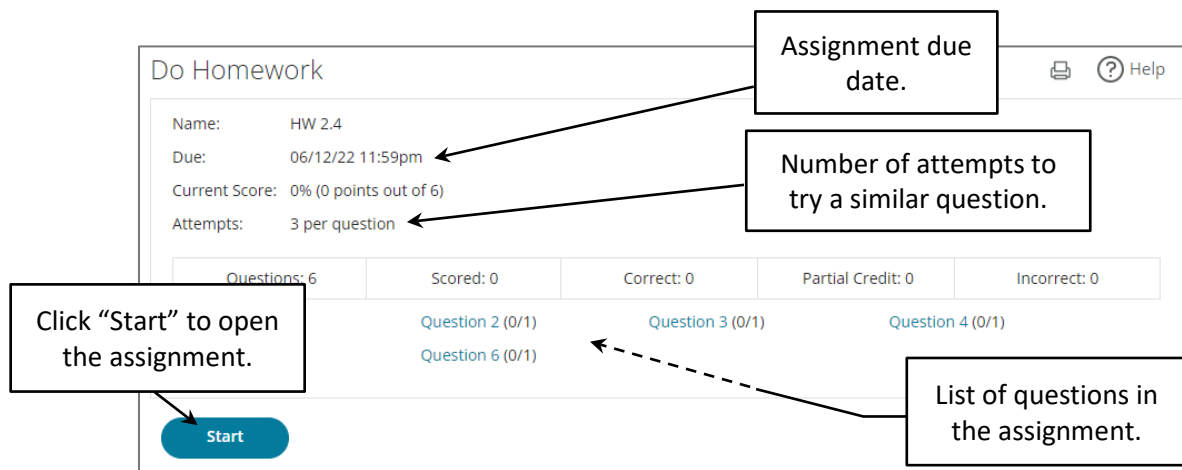
**Note:** To view a past assignment, open it in review mode in the Gradebook. (See [page 10](#) of this handout for more information.)

This screenshot shows a portion of the assignment list. Callouts provide the following information:

- Click on an assignment to open it.** (Points to the blue link 'Chapter 1.1 Review')
- A note will appear if an assignment cannot be opened anymore.** (Points to a tooltip for 'HW 1.1' that reads: 'You may no longer work to improve your score on this assignment. To review and practice without changing your score, go to Results.') (The tooltip also includes a 'see score' link.)

05/01/22 11:59pm	HW 1.3			100%
05/05/22 11:59pm	Chapter 1.1 Review			see score
05/08/22 11:59pm	HW 1.1			96.15%
05/15/22 11:59pm	HW 1.6			see score
05/21/22 11:59pm	Review		0 of ∞	past due

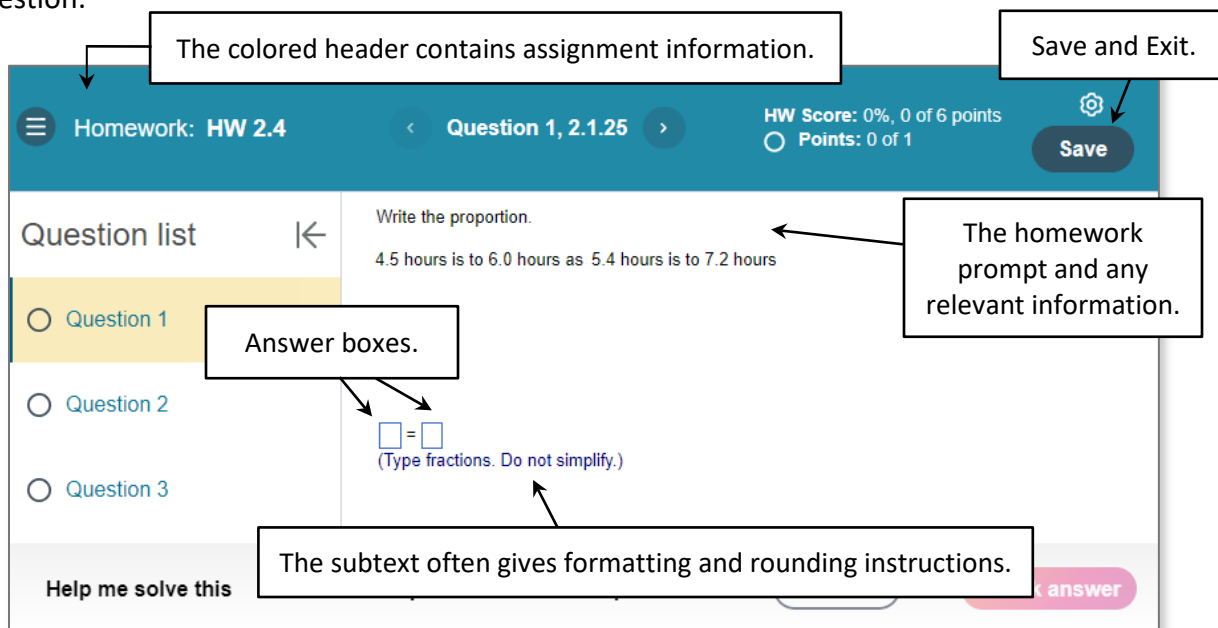
The “Do Homework” page will appear when the user clicks on a homework assignment. The page contains information about the assignment, pictured below:



Click the blue “Start” button to open the homework assignment from the beginning. A new pop-up window will appear containing the assignment. Be sure to enable pop-ups in the browser to see the assignment.

### Completing Homework

The math problems on homework assignments, quizzes, and tests will appear in a pop-up window with a prompt, an answer box, and sometimes graphing tools necessary to answer the question.



### Navigating Between Questions

Use the “Question list” on the left side of the homework window to move between questions on the assignment. This can be useful for going back to reattempt previous questions.

The screenshot shows the MyLab Math homework interface for 'Homework: HW 2.1'. The top right corner displays 'HW Score: 27.78%, 1.67 of 6 points' and 'Points: 0.67 of 1'. A 'Save' button is visible. On the left, a 'Question list' shows four questions: Question 1 (checked), Question 2 (marked with a red X), Question 3 (highlighted in yellow and marked with a red X), and Question 4 (unchecked). Callouts provide the following information:

- 'Use the “Question list” to skip between questions.' points to the list.
- 'An incorrectly answered question.' points to Question 2.
- 'A question where only partial credit was given.' points to Question 3.
- 'Has not been attempted yet.' points to Question 4.

The main question area shows a graph of a parabola and asks to determine the function's domain, x-intercepts, and missing function marks. Below the graph, there are multiple-choice options for the y-intercept.

### Entering Answers

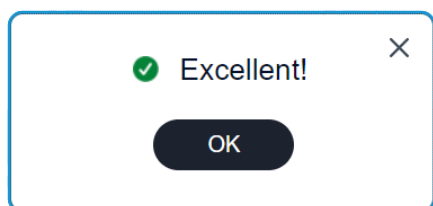
To enter homework answers, click on an answer box. Then, start typing the answer. When typing in an answer box, the math palette will appear at the bottom of the screen. This palette will contain any relevant math symbols needed to answer the question.

The screenshot shows the answer entry interface. The question asks for the domain and range in interval notation. The domain is entered as  $(-\infty, \infty)$  and the range as  $(1, -\infty]$ . A callout explains: 'First, click an answer box and start typing.' Another callout points to the math palette: 'Then, click a symbol from the math palette.' A third callout explains: 'MyLab Math will automatically insert that symbol into the answer box.' At the bottom, there are buttons for 'Help me solve this', 'View an example', 'Get more help', 'Clear all', and 'Check answer'. A final callout points to the 'Check answer' button: 'Finally, click “Check Answer” when finished.'

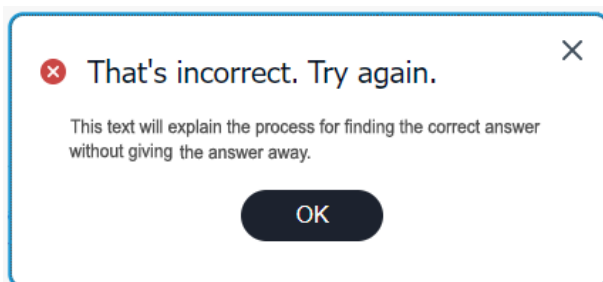
Sometimes, math assignments will require graphing. For tips on answering graphing questions and sketching graphs in MyLab Math, please refer to the “**Tips for Graphing in MyLab Math**” handout.

When an answer is entered, the “Check Answer” button will change from gray to bright red. Click it to submit your answer.

A congratulatory message will be displayed if the answer was correct. The score for the assignment will update.



If the answer is wrong, a different message will appear and explain why the answer was wrong.

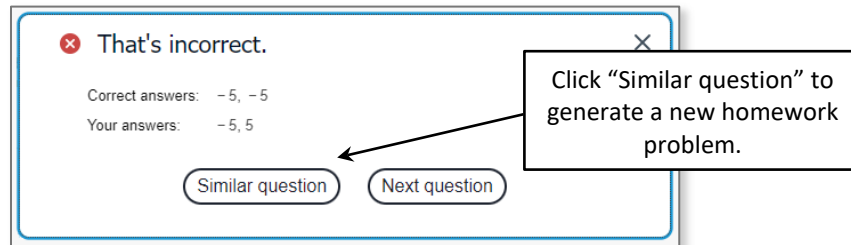


After an incorrect answer, try reworking the question and entering a new answer. MyLab Math will allow a couple chances to get the correct answer before marking it as a zero for that question. On the final try, the “Check answer” button will change to “Final Check,” and then the answer will be graded.



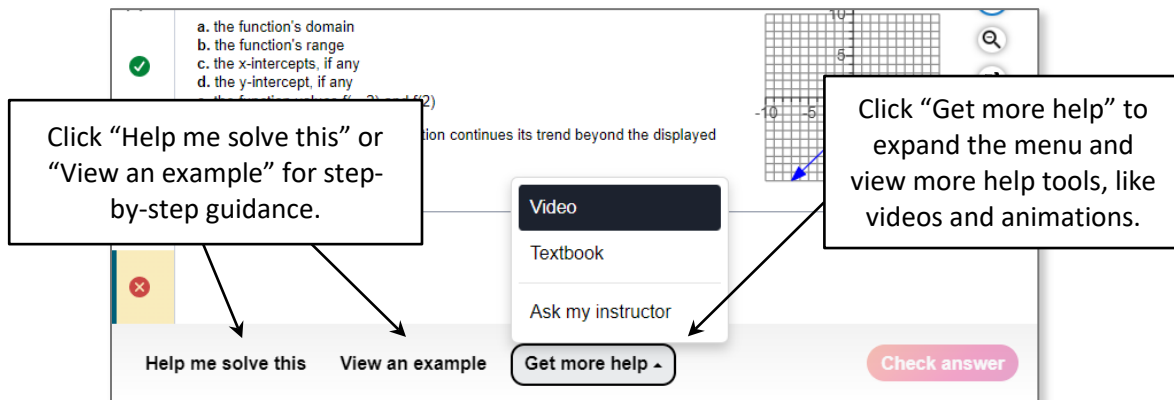
### Using “Similar question”

Some assignments will have a “Similar Question” option after the problem is graded. This button generates a new homework problem with different numbers, graphs, measurements, etc. which can be tried again for full marks.



### Homework Help Tools

Some homework questions have additional help tools available at the bottom of the homework window, such as “View an example” and “Help me solve this.” These tools can offer guidance on how to solve the problem without deducting or awarding points.



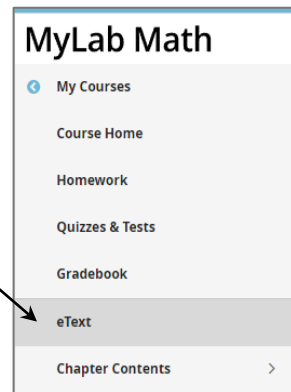
**“View an example”:** A pop-up that demonstrates in writing how to solve an example question that is very similar to the current question, step by step. Move through the example by using a continue button. Then click the X in the top right corner to close it out when finished. The screen will return to the original question, where it can be completed and submitted for scoring.

**“Help me solve this”:** A pop-up guide for solving the current problem. It breaks the solution down into a series of steps. It still requires answers to be entered in intermediate answer boxes along the way. Filling in answers during “Help me solve this” will *not* earn any points towards the assignment. To earn points for the question, close out the guide by clicking the X in the top right. Then, the original homework question will reset with slightly different numbers, data, etc. and it can be tried again for full marks.

**Note:** During a quiz or test assignment, *helper tools are not available*. Furthermore, students will not be given a chance to fix their answers, nor will they be allowed to switch to a similar question.

### Accessing the Textbook

Depending on the class, the class textbook may be embedded in MyLab Math. In this case, the textbook can be accessed through the left-side navigation menu. The menu may list it as “eText,” “Chapter Contents,” “Textbook,” or something similar.



A few examples of the eText landing page are shown in the figures below. The appearance of the page may differ from class to class.

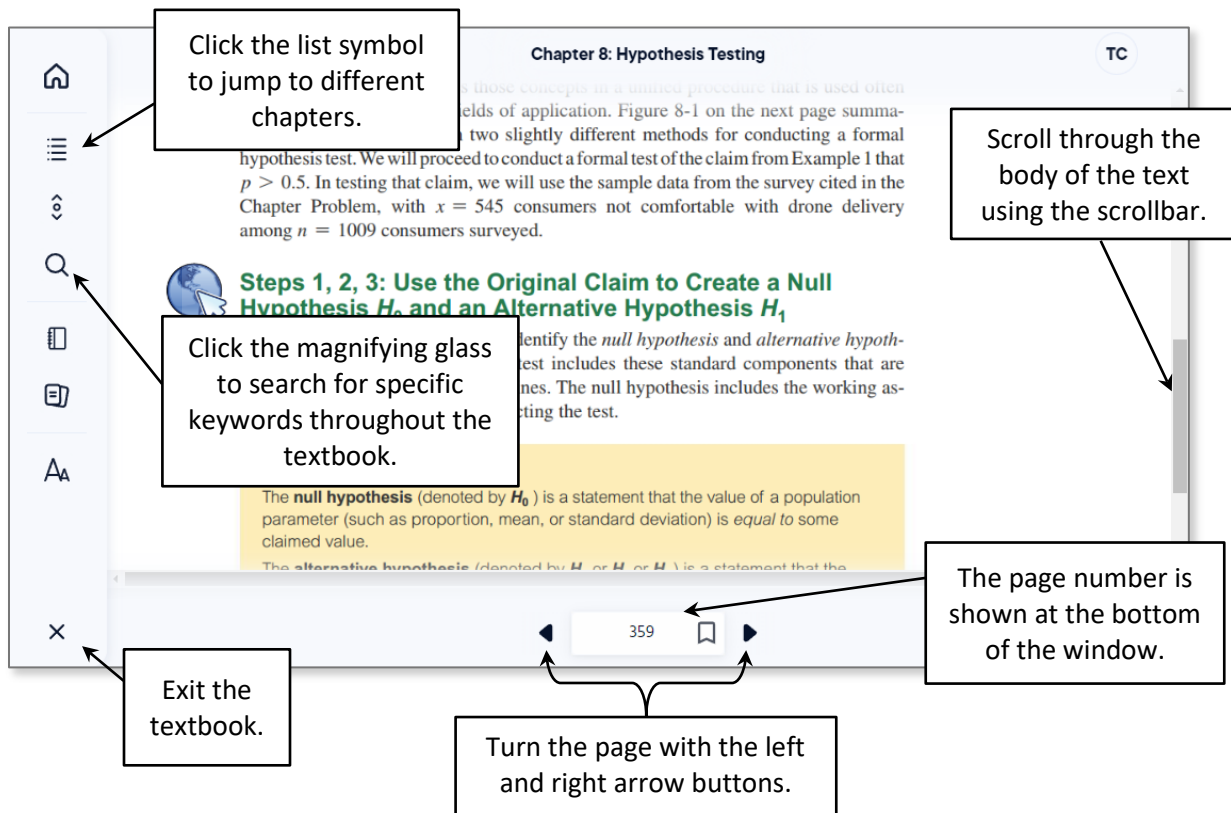
Click on a hyperlink (underlined blue text) to open the textbook, and the accompanying eText should pop up in a new window.

The image contains two screenshots of eText resource pages. The top screenshot is titled "eText Resources" and features a magnifying glass icon. It lists three items with blue hyperlinks: "View the [Chapter Opener.](#)", "View the [Chapter Summary and Review.](#)", and "View the [Chapter Test with Test Prep Videos.](#)". The bottom screenshot is titled "Graphs and Graphing Utilities" and lists three items with blue hyperlinks: "Watch a [video presentation.](#)", "View the [eText.](#)", and "Work in your [study plan.](#)". A callout box with a black border and white background contains the text: "Click hyperlinks that say things like 'Chapter' or 'eText' to open the textbook." Two arrows point from this callout box to the first and second hyperlinks in the top screenshot, and to the second hyperlink in the bottom screenshot.

The next page shows what the eText viewing window looks like.



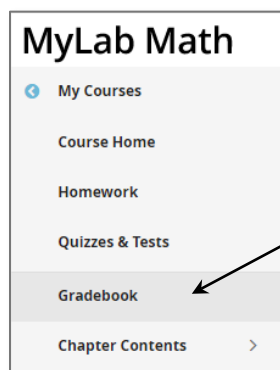
For tips with navigating the textbook, see the image below:



**Note:** Different devices may have compatibility issues when loading a textbook. Sometimes, courses offer a “Simple” or “Static” eText in case this occurs.

### Gradebook and Past Assignments

The Gradebook can be used to view grades for completed assignments in MyLab Math. Assignments that are still being worked on may also appear in the Gradebook.



An important feature of the Gradebook is Review mode, which allows completed assignments to be opened and viewed. An assignment score cannot be improved in Review mode; it is just for practice and viewing correct/incorrect answers.

Click “Gradebook” in the left-side navigation menu to view the Gradebook landing page, shown in the figure on the next page.

Total Score in MyLab Math – this does *not* reflect the actual grade for the course.

You have earned 56.4 out of 70 points for a Overall Score of 80.62%.  
 Assignments Submitted: Homework (4/15), Quizzes (1/4), Tests (0/2)

Use the drop-down menu to change the dates.

Click "Review" next to an assignment to open it in Review mode.

	Review	Correct/Total	Score	Time	Started	Worked
HW 2.1	Review	3/11	27.27%	7min	05/25/22 3:45pm	05/25/22 4:11pm
HW 1.4	Review	10/10	100%	12min	05/05/22 11:33am	05/05/22 11:46am
Chapter 1 Quiz	Review	17.67/22	80.3%	13min	05/04/22 6:42pm	05/04/22 6:55pm

### Review Mode

The following page will be shown after clicking on an assignment in the Gradebook. It looks very similar to the screen when opening an assignment normally, except that the score cannot be improved because it is in Review mode.

When working in review mode, it is **not** possible to improve your score.

Review Homework

**⚠** You are reviewing your homework. Any work you do here will **NOT** change your score.

Name: HW 1.6  
 Due: 05/15/22 11:59pm  
 Last Worked: 07/11/22 4:04pm  
 Current Score: 93.75% (7.50 points out of 8)  
 Attempts: 3 per question

Questions: 8 | Scored: 8 | Correct: 7 | Partial Credit: 1 | Incorrect: 0

✓ Question 1 (1/1)    ✓ Question 2 (1/1)    ✓ Question 3 (1/1)    ✓ Question 4 (1/1)  
 ✓ Question 5 (1/1)    ✓ Question 6 (1/1)    ✗ Question 7 (0.50/1)    ✓ Question 8 (1/1)

Click a question to open the assignment in a new window.

An assignment opened in Review mode can be navigated like normal. When working in Review mode, each question will still have the same tools that were accessible when the assignment was originally completed.

The screenshot shows the MyLab Math interface in Review mode. At the top, a blue header bar contains the text "Review Homework: HW 1.1", "Question 1, 1.1.25 Part 8 of 8", "HW Score: 87.5%, 0.88 of 1 point", "Points: 0.88 of 1", and a "Close" button. The main content area displays a question: "Find seven ordered pairs to the equation  $y = 7 - x^2$ ". Below the question is a table with columns for x and y. The table contains the following data:

x	y
-3	-2
-2	3
-1	6
0	7
1	6
2	3
3	-2

Callouts in the image provide the following information:

- An assignment in Review mode says **Review** at the top.
- An incorrectly answered question is marked with a red tip.
- Answer boxes cannot be edited in Review mode.
- Practice tools can still be used in Review mode (if available).
- A quiz or test review will not include the practice tools.

Questions marked with a red tip in the top right corner were answered incorrectly on the original assignment. The answers that are displayed are the correct answers, but it is possible to see the original incorrect answer by clicking on the red tip. Then, click "Get answer feedback" for a hint on how to get the right answer next time.

Answers that were skipped or only halfway completed may not show up in Review mode or may not show a correct answer.

This diagram illustrates the feedback process. On the left, a table shows the value -2 in the y column for x = -3. A red tip is visible in the top right corner of the cell. A mouse cursor is clicking on the tip, which opens a feedback box that says "You answered: 2" and "Get answer feedback". A dashed arrow points from this box to a larger feedback window on the right. This window contains the text "Substitute the value of x into the equation and solve for y." and an "OK" button.