



CITY COLLEGES of CHICAGO

**Harry S Truman**

Education that Works

## Math 98/99 Memorandum

From: Marta Hidegkuti and Helen Valdez, Math 98/99 Course Coordinators  
To: Instructors of Math 98/99 classes  
Cc: Simon Aman, Chair of Mathematics  
Abdallah Shuaibi, Assistant Chair of Mathematics — Adjunct Liaison  
Date: Thursday, January 12, 2012  
Re: MyMathLab

All Math 98 and Math 99 classes will use Martin-Gay textbook. This text is bundled with MyMathLab. **Please note:** Due to high cost (\$75 for students who buy used books), it is **not required** for you to use MyMathLab.

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You have the following three options.

Option 1. You may create a MyMathLab course from scratch and customize it as you choose.

Option 2. You may copy and use a MymathLab course that was prepared by the Mathematics Department. After you copied this course, you may customize it. See the steps for this option below.

Option 3. You may choose *not* to use MyMathLab at all. In this case, please provide your students the MyMathLab default course IDs, which are:

Math 98 classes: aman39217

Math 99 classes: aman93206

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Steps for Option 2: (skip Step 1 if you are a registered MyMathLab instructor already):

1. Register yourself into MyMathLab.
2. Click on Create/Copy Course
3. Select Copy a Course. Once you select this option, two new choices appear.
4. Select Copy Another Instructor's Course
5. Enter the code aman39217 for Math 98 course or aman93206 for Math 99 and click OK.
6. The next screen offers users to select what components of the course to copy. Make your selection (we recommend you select everything) and click on Continue.
7. Enter course information such as course name etc. on the next screen. For course type, select For Student Enrollment. For the course enrollment dates, keep in mind that some students may want to access the course after the semester is over. When you have made your selections, click on Create Course Now.
8. The next screen will contain the course ID (or code) of the course you just created. Give your students this course ID.



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Your students will need the following things to register for MyMathLab:

- ☑ **A MyMathLab student access code** (packaged with your new text from the bookstore, standalone at your bookstore, or available for purchase with a major credit card at [www.coursecompass.com](http://www.coursecompass.com))
- ☑ **Instructor's Course ID number**
- ☑ **The school's zip code: 60640**
- ☑ **A valid email address**

Pearson provided us with material assisting students in using MyMathLab. Please distribute these to students. Registration is now possible before and after students have purchased the MyMathLab access code. If they have already purchased it, they will need the brochure titled "**MyMathLab Course Enrollment Instructions**". If students have not yet purchased the access code, they can still register with MyMathLab using the steps described in the brochure titled "**MyMathLab Temporary Access Course Registration Instructions**".

Thank you!