

# How to Copy a course in Mymathlab for your math courses

First, go to [www.coursecompass.com](http://www.coursecompass.com)

If you have already registered in Coursecompass before, Log In and skip to Page 4 of this handout.

If you have not used Coursecompass before, click on the Instructors – Educators, Register button on the first screen

The screenshot shows the CourseCompass website homepage. The browser window title is "CourseCompass - Windows Internet Explorer" and the address bar shows "http://www.coursecompass.com/". The website features the CourseCompass logo with the tagline "Gateway To Your Online College Courses" and the Pearson logo. A central banner area includes a photo of three students and text promoting MyLab Courses, MyPlaces, and What's New. A large registration box on the right contains buttons for "LOG IN", "Register" (for Students and Educators), "Need Help?", and "Request Access". The bottom of the page is divided into sections for "STUDENTS" and "EDUCATORS", each with a "Take a Tour" link and detailed instructions on how to register, buy access, get started, and find support.

Next, If you have not used Mymathlab or another Pearson product before, click “NO” and enter the information requested, choosing a Username & Password that you will remember.

If you have already used Mymathlab (or another Pearson product) click “YES” and enter your previously created Login Name & Password (Note – this is usually different from your NSCC Username & Password)

Then, enter the Instructor Access code provided by your Discipline Chair at NSCC. (If you have not received one, email your appropriate Chair).

The screenshot shows a web browser window titled "Access Information - Windows Internet Explorer" with the URL "https://register.pearsoncmg.com/reg/register/reg1.jsp". The page content includes the Pearson logo and a "Steps to Register" progress bar with three steps: "Access Information" (selected), "Account Information", and "Confirmation & Summary". The main heading is "Access Information" with a note that fields are required and links for a "Video Tutorial" and "Help". A question asks "Do you have a Pearson Education account?". The "Yes" option is selected, leading to fields for "Login Name" and "Password", with a "Forgot your Login Name/Password?" link. The "No" and "Not Sure" options are also present. Below this is the "Access Code" section, which asks to "Enter your access code." and provides a field for a six-digit code with dashes. An example code "SIMPLE-FRILL-TONLE-WEIRS-CHOIR-FLEES" is shown in a yellow box. A checkbox allows switching to a single box for pasting the code. At the bottom are "Cancel" and "Next" buttons.

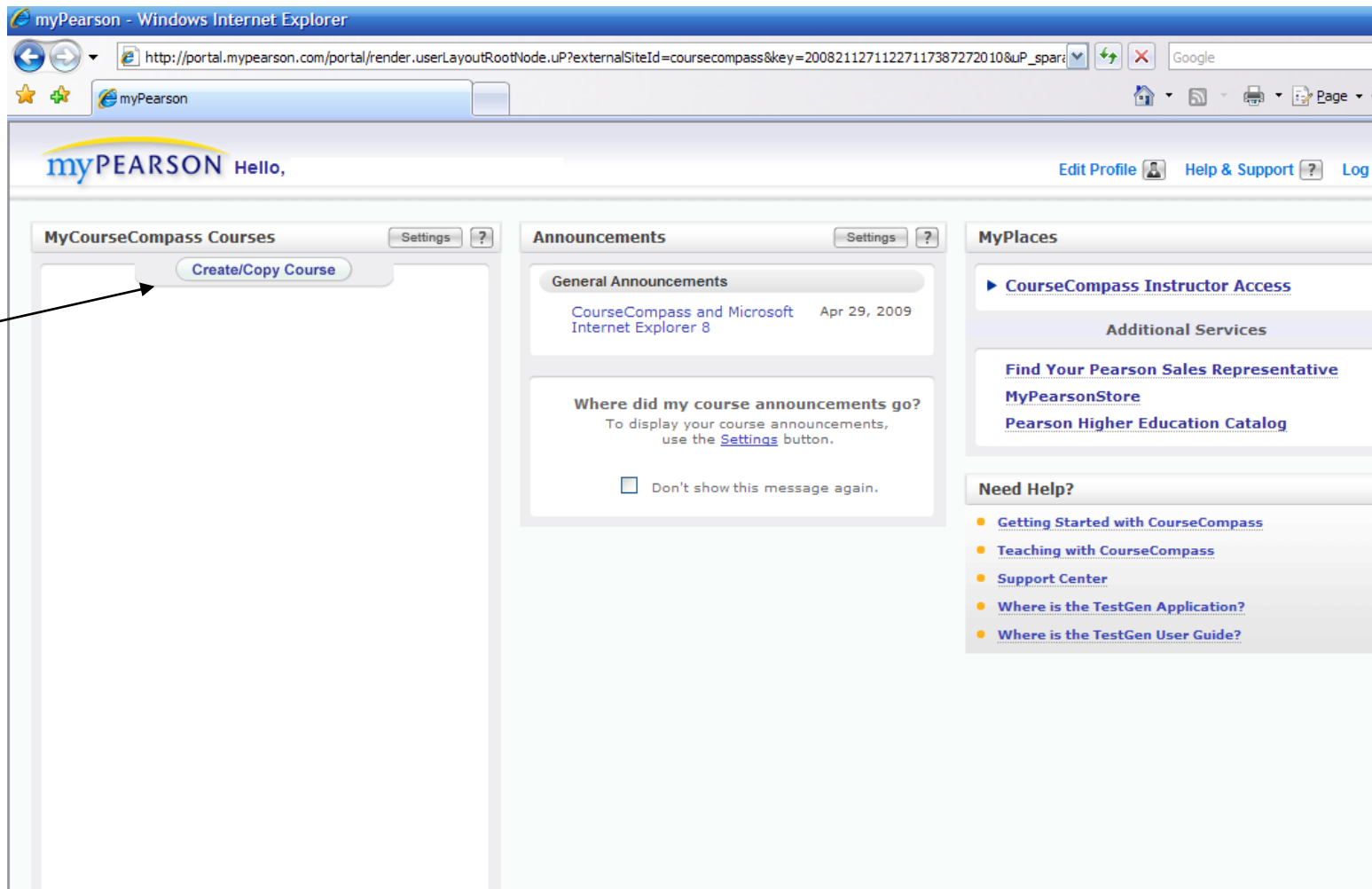
On the next few screens, verify your information and receive the confirmation that you have been registered to use Mymathlab.

Now, once you go back to the original LOG IN screen (type in [www.coursecompass.com](http://www.coursecompass.com) in your web browser if needed), enter the Username and Password you just created.

The screenshot shows the CourseCompass website in a Windows Internet Explorer browser window. The address bar displays <http://www.coursecompass.com/>. The page features the CourseCompass logo with the tagline "Gateway To Your Online College Courses" and the Pearson logo. A central navigation area includes a "Returning Users: LOG IN" button, a "Forgot your login name/password?" link, and registration options for "Students" and "Educators". A "Register for CourseCompass" tooltip is visible over the "Request Access" button. Below this, there are sections for "STUDENTS" and "EDUCATORS", each with a "Take a Tour" button and links for "How to Register", "How to Buy Access", "Getting Started", "FAQ", "Support", and "System Requirements". The browser's taskbar at the bottom shows the Start button and several open applications, including CourseCompass, Microsoft Word, Outlook, and a message client. The system tray indicates the time is 11:12 AM.

The next screen is called MyPearson and it will show you all the courses you have previously created and provide you with Announcements regarding any updates to Mymathlab software.

To copy a Master course, click on the Create/Copy link in the top left of the page



Next, Click on “Copy a Course” and then “Copy another Instructor’s Course”. Here you will need to enter the CourseID provided to you (also from your Discipline Chair).

The screenshot shows a web browser window titled "myPearson - Windows Internet Explorer". The address bar contains the URL: [http://portal.myperson.com/portal/tag.ecd73652d42e150c.render.userLayoutRootNode.target.u181n61.uP?uP\\_portlet\\_action=false&uP\\_root=u181n61](http://portal.myperson.com/portal/tag.ecd73652d42e150c.render.userLayoutRootNode.target.u181n61.uP?uP_portlet_action=false&uP_root=u181n61). The page header includes the myPEARSON logo, a "Hello," greeting, and navigation links for "Edit Profile", "Help & Support", and "Log".

The main content area is titled "Create or Copy a Course". On the left, there is a blue box with the text: "If you or a colleague has an existing course, you may copy it to create a new course." Below this text is an illustration of several overlapping windows with double-headed arrows between them, suggesting a transfer or copying process.

On the right, there is a white box titled "Create or Copy a Course" with a help icon. It contains a list of radio button options:

- Search Course Materials
- Browse by Discipline
- Create Personal Edition
- Upgrade to New Edition/Version
- Copy a Course
  - Copy One of Your Existing Courses
  - Copy Another Instructor's Course

Below the "Copy Another Instructor's Course" option is a text input field labeled "Enter Course ID". At the bottom of the white box are two buttons: "Cancel" and "Go".

The footer of the page includes the PEARSON logo and the text: "Copyright © 2010 | Pearson Higher Education [License Agreement](#) | [Privacy Policy](#)".

On the next screen, select all components to copy (you can change any of these details later), and then Continue to the next screen.

In the Enter course information screen, Enter the Course Name & Description. Pick Course Type as “Student Enrollment”. Note that your Course Enrollment Dates and Course Duration Dates are different. Make sure to pick dates that include the entire semester. Do NOT make this course Available for Copy. Then click Create Course Now.

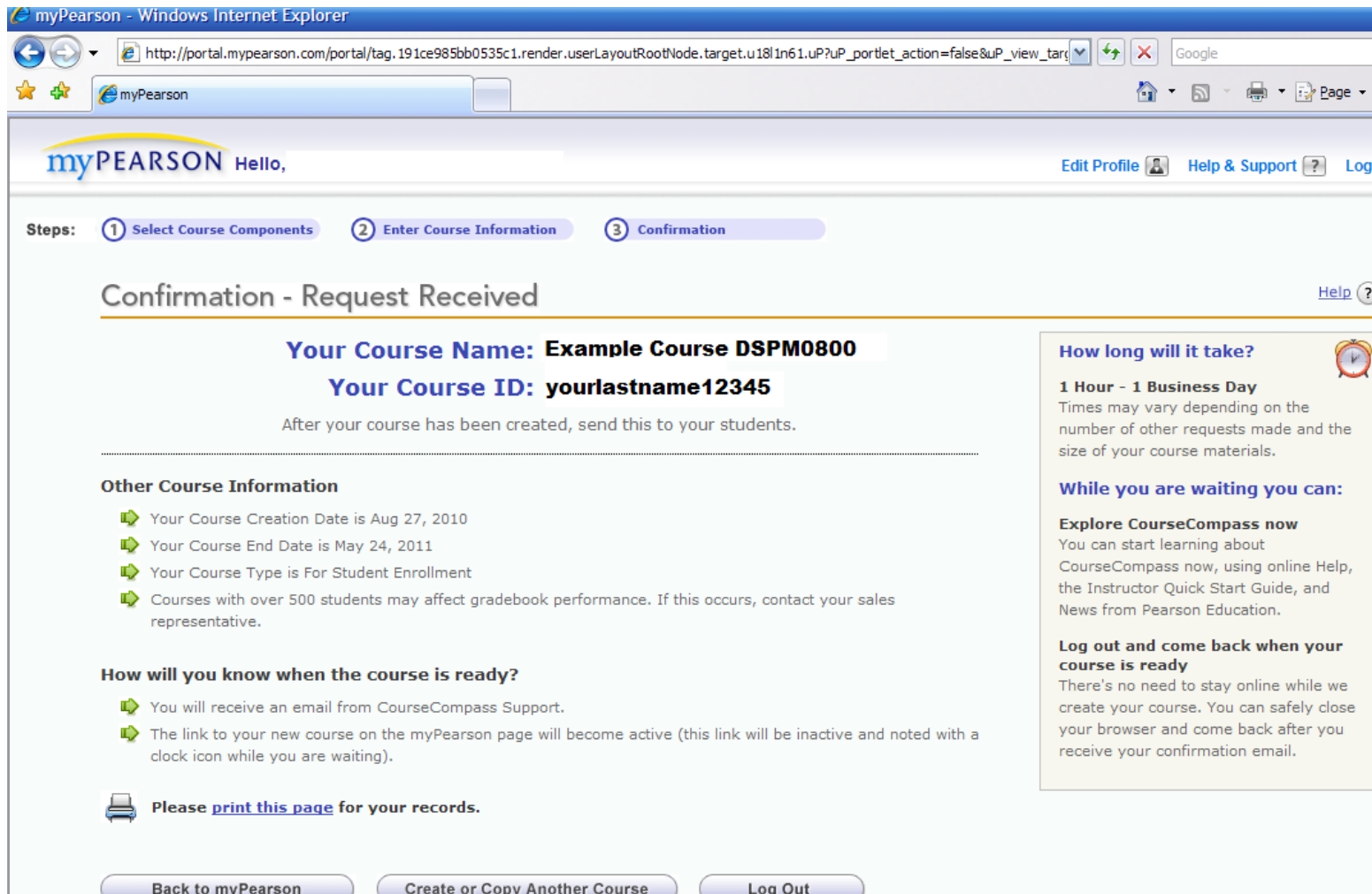
The screenshot shows a web browser window titled "myPearson - Windows Internet Explorer" displaying the "Course Information" form. The form is divided into several sections:

- Course Information** (\* Required Field):
  - \* Course Name:** A text input field with a character count of "(128 characters remaining)".
  - Description:** A text area with a character count of "(512 characters remaining)".
- Course Type:**
  - For Student Enrollment:** A radio button that is selected.
  - For Instructor Use Only:** An unselected radio button.
- Course Enrollment Dates:**
  - \* Enrollment Start Date:** A date picker set to "08/27/2010".
  - \* Enrollment End Date:** A date picker set to "05/24/2011".
- Course Duration:**
  - \* Course Start Date:** A date picker set to "08/27/2010".
  - \* Course End Date:** A date picker set to "05/24/2011".
- Make Available For Other Instructors To Copy:**
  - Available For Copy:** An unselected radio button.
  - Unavailable For Copy:** A selected radio button.

At the bottom of the form, there are two buttons: "Cancel" and "Create Course Now". The "Create Course Now" button is highlighted with a blue border. The browser's address bar shows the URL: "http://portal.myperson.com/portal/tag.dae9fb392531fc88.render.userLayoutRootNode.target.u18l1n61.uP?uP\_portlet\_action=false&uP\_view\_targ...". The Windows taskbar at the bottom shows the Start button and several open applications: "myPearson - Window...", "Document1 - Microsof...", "NCAT & LabsPlus - Mic...", and "untitled - Paint". The system clock shows "11:40 AM".

The next screen IS VERY IMPORTANT. Make sure to note “Your Course Name” and especially “Your Course ID”. The Course ID (usually in the format ‘yourlastname12345’) is what you will need to give to your students when they go to register for your Mymathlab course.

Then click on Back to MyPearson to get back to the main page.



The screenshot shows a web browser window with the URL [http://portal.myperson.com/portal/tag.191ce985bb0535c1.render.userLayoutRootNode.target.u181n61.uP?uP\\_portlet\\_action=false&uP\\_view\\_tar](http://portal.myperson.com/portal/tag.191ce985bb0535c1.render.userLayoutRootNode.target.u181n61.uP?uP_portlet_action=false&uP_view_tar). The page title is "myPEARSON Hello," and it includes navigation links for "Edit Profile", "Help & Support", and "Log". A progress bar shows three steps: "1 Select Course Components", "2 Enter Course Information", and "3 Confirmation". The main heading is "Confirmation - Request Received". The course details are: "Your Course Name: Example Course DSPM0800" and "Your Course ID: yourlastname12345". A note states: "After your course has been created, send this to your students." The "Other Course Information" section lists: "Your Course Creation Date is Aug 27, 2010", "Your Course End Date is May 24, 2011", "Your Course Type is For Student Enrollment", and "Courses with over 500 students may affect gradebook performance. If this occurs, contact your sales representative." The "How will you know when the course is ready?" section lists: "You will receive an email from CourseCompass Support." and "The link to your new course on the myPearson page will become active (this link will be inactive and noted with a clock icon while you are waiting)." A printer icon is followed by the text: "Please [print this page](#) for your records." A sidebar on the right titled "How long will it take?" shows a clock icon and states: "1 Hour - 1 Business Day" and "Times may vary depending on the number of other requests made and the size of your course materials." Below this, it says "While you are waiting you can:" and lists "Explore CourseCompass now" with the text: "You can start learning about CourseCompass now, using online Help, the Instructor Quick Start Guide, and News from Pearson Education." and "Log out and come back when your course is ready" with the text: "There's no need to stay online while we create your course. You can safely close your browser and come back after you receive your confirmation email." At the bottom, there are three buttons: "Back to myPearson", "Create or Copy Another Course", and "Log Out".

Now, your MyPearson page will look like this. Click in it and explore! Also click on “How Students Enroll” to know how to instruct your students to find your new Mymathlab course. Have a great semester!

The screenshot shows the MyPearson instructor dashboard. At the top, the browser title is "myPearson - Windows Internet Explorer" and the address bar shows the URL: [http://portal.myperson.com/portal/tag.fe5abc57a0697d2f.render.userLayoutRootNode.target.u181n61.uP?uP\\_portlet\\_action=false&uP\\_root=root](http://portal.myperson.com/portal/tag.fe5abc57a0697d2f.render.userLayoutRootNode.target.u181n61.uP?uP_portlet_action=false&uP_root=root). The page header includes the MyPEARSON logo, a greeting "Hello, CHRISTINA WESTON ( [not you?](#) )", and links for "Edit Profile", "Help & Support", and "Log Out".

The main content area is divided into three columns:

- MyCourseCompass Courses:** Features a "Create/Copy Course" button and a list of courses. An example course is shown: "Example Course DSPM0800" with "Course ID: yourlastname12345" and the MyMathLab logo. Below the course name, it says "Students Enrolled: 0 ( [How Students Enroll](#) )". An arrow points to this link.
- Announcements:** Includes a "Settings" button and a "General Announcements" section with a message from "CourseCompass and Microsoft Internet Explorer 8" dated "Apr 29, 2009". A section titled "Where did my course announcements go?" provides instructions on how to display announcements and includes a checkbox for "Don't show this message again."
- MyPlaces:** Contains links for "CourseCompass Instructor Access", "Additional Services", "Find Your Pearson Sales Representative", "MyPearsonStore", and "Pearson Higher Education Catalog". A "Need Help?" section lists links for "Getting Started with CourseCompass", "Teaching with CourseCompass", "Support Center", "Where is the TestGen Application?", and "Where is the TestGen User Guide?".