I. INSTRUCTOR REGISTRATION PROCEDURES.

To register for an account on MATHPASS, you will need a working email address.

1. Go to the MATHPASS homepage: http://www.math.kent.edu/~wsu/mathpass/v080608/

2. On the menu on the left, click on REGISTER.

3. Provide the requested information in each box. You need to create your own password. Be sure the drop down box next to “User Type” says “Teacher.”

   The access code for all instructors is “kentteacher”

4. Click on Create. A pop-up window will appear and MATHPASS will take you to the login page.

5. You can now login to MATHPASS using your email address and the password you have created.
II. INSTRUCTOR LOGIN PROCEDURES.

To login to your MATHPASS account, you will need your username (email address) and password. If you have not yet registered for an account, click on the Request Account link and/or read the INSTRUCTOR REGISTRATION PROCEDURES in the Instructor Guide.

If you have forgotten your password, click on | Forgot Password

1. Go to the MATHPASS homepage: http://www.math.kent.edu/~wsu/mathpass/v080608/

2. On the menu on the left, click on LOG IN

3. Click on Submit

4. MATHPASS will take you to your homepage.
III. CREATING YOUR CLASS – FIRST TIME ONLY

1. On your MATHPASS homepage, click on YOUR CLASSES.

2. Click on ADD CLASS in the upper left hand corner.

3. Fill in the appropriate information. Entering a password is OPTIONAL.

4. Click on Add Class.

Voila! Your new class will appear on your class list.
IV. CREATING AN ASSIGNMENT

1. Click on YOUR ASSIGNMENTS on the menu on the left of your MATHPASS homepage.

2. You can add an assignment in one of two ways: Click on which allows you to copy an assignment already created by another instructor OR which allows you to create a new assignment from scratch.

I have created for you all the standard “practice exams” for MATH 10035 and MATH 10036. You are most welcome to simply copy these if you like. If you prefer to make your own, of course that is fine.

3. COPYING A SHARED ASSIGNMENT
   a. Click on and find the assignment you would like to copy. The “standard” practice exams have my name and the course number as the first part of the assignment name.

   b. Click on the icon and a dialogue box will appear: You can rename the assignment here.

      BE SURE TO CHECK THE APPROPRIATE BOXES HERE!!!! STUDENTS WILL NOT SEE THE EXAM UNLESS YOU ASSIGN IT TO THEIR CLASS!

      Click on Import Assignment. Your new assignment will appear in your assignment list. The exam opens in the early morning on the day assigned and closes at midnight.
4. CREATING A NEW ASSIGNMENT

a. Click on **ADD ASSIGNMENT**
   Complete the requested information:

   **Assignment Information**
   - **Title:**
   - **Type:** Homework
   - **Takes:** unlimited
   - **Shared:**
   - **Password:**

   AVOID ANY PUNCTUATION MARKS IN YOUR EXAM TITLE! (Like in the old version of MATHPASS, the exam – or student results -- may not appear.)

   You have three choices for type of assignment: A “homework” assignment will allow students to change individual answers at any time. A “quiz” acts the same as a “test” and will not allow students to change individual answers after submitting the assignment. They need to redo the entire assignment.

   You determine how many retakes you want to allow.

   Click the “Shared” box if you want your assignment to appear on the list for others to share. In order to avoid an overwhelming number of shared assignments, please click this box only if your assignment is unique (i.e. not the usual fare) and/or someone has requested to copy it.

   A password is optional.

b. Be sure to check which classes for which you’d like the assignment to appear.

   **Class Assignments**
   - **Classes:**
   - math is fun
   - MATH 10035
   - MATH 10036

   **Start Date:** 8 / 7 / 2008
   **Due Date:** 8 / 7 / 2008

   The exam opens in the early morning on the day assigned and closes at midnight on the due date. We've had some trouble with assignments whose start date and end date is the same, so you might want to avoid this scenario.

c. The interface for choosing problems for your exam is similar to that in MyMathLab. Simply click on the questions you would like to appear in the assignment.
Choose your chapter in the drop-down box:

**Problem Set**

Chapter: Chapter 1

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**Available Problems:**

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- P1. Multiplication of Proper Fractions
- P2. Multiplication of Mixed Numbers
- P3. Division - Integer by Unit Fraction
- P4. Division - Mixed Number by Integer
- P5. Division - Two Mixed Numbers
- P6. Addition of Proper Fractions
- P7. Addition of Mixed Numbers
- P8. Subtraction of Proper Fractions
- P9. Subtraction of Mixed Numbers

Select problems by clicking in the boxes. Then click on the arrows to move them to the “Selected Problems” List.

**Selected Problems:**

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- Select All

As in MyMathLab, you can choose problems for an assignment from different chapters simply by changing your chapter selection.

Click on **Save Assignment** and the assignment will appear in your assignment list.

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5. **Working with your assignment list**

There are 4 icons accompanying each assignment:

- ![Modify/Edit Symbol](icon)
  
  Allows you to modify or edit the assignment

- ![Delete Symbol](icon)
  
  Allows you to delete the assignment

- ![Submit Symbol](icon)
  
  Allows you to take the assignment

- ![View Grades Symbol](icon)
  
  Allows you to view student grades for this assignment