

**Instructors do not need to do anything (except provide a Course ID) in order for their students to use MyMathLab.**

**Instructors who are interested in investigating the potential of MyMathLab, playing around with it, or who want to be able to track their students MyMathLab work should copy the course.**

**Visit [www.coursecompass.com](http://www.coursecompass.com) and take a tour if you're just curious.**

### **Copying a course:**

You may copy any (or all) of the courses available. The new copy of the course includes only the basic course settings and will also include Math Lab Assignments (if you are copying 101,102, or 105). The copy of the course has a new course ID and an empty online Gradebook. After you copy the course, you can customize it further.

#### **To copy a course**

1. Go to the department office 1341 or the Math Lab 1315 and ask for an instructor's MyMathLab access packet.
2. Follow packet directions to register as an instructor and log in.
3. Click Create a Course on the My CourseCompass page.
4. On the Create a Course page, click Copy under Copy an Existing Course.
5. Under To Copy Another Instructor's Course, enter the course ID of the course you want to copy.
6. Click Copy. Click Submit.
7. On the Enter Course Information page, enter the name of your course in the Course Name box. **Note:** *Each copy of the course has a unique course ID; however, you may also want to indicate the section or quarter in the name you assign.*
8. (Optional) Type a description for your course in the Description box.
9. Under Enter Course End Date, click the arrows next to the month, day, and year boxes to specify the last day of the course. Students will not be able to access the course after the end date you specify.
10. Click Submit to create the copy.
11. On the Create Course Confirmation page, note the course ID in red. You need to give this course ID to the students in your course so they can enroll. CourseCompass displays a message that it is creating your course. Depending on the quantity and complexity of the materials in the course you selected, this process may take as little as a few minutes or as much as a day. You do not need to stay connected to the Internet while CourseCompass creates your course.
12. Click Log Out Now to exit CourseCompass, or click Explore CourseCompass to begin investigating the interface. When CourseCompass finishes adding your course material, an email message is sent to you. Also, your course appears on the My CourseCompass page.

**Note** Before students can enroll in the course, you must adopt it. For information on how to adopt your course, search on "adopting courses" in the CourseCompass Instructor Help index. To access CourseCompass Instructor Help, click Help at the top right of the CourseCompass window.