In MML, there are tabs on the left.

**Course Home** – Shows the tab menu, calendar at a glance, grades at a glance and announcements.

**Syllabus** – You may access the course syllabus.

**MML Info** – Info regarding MML Tabs in the course.

**Getting Started** – Info to help students get started in the course.

**Chapter Contents** – You may access the textbook, videos, “try me” examples, animations, and student solutions manual.

The solutions manual contains the odd answers for textbook exercises, and chapter reviews. Most steps are shown to work the problems. It also contains all answers for the chapter exams.

There are videos for some examples.

The “try me” exercises are located throughout the sections and homework exercises.

Note that videos have a video camera icon, animations have a swirl arrow and bars icon, “try me” examples have a pyramid icon.

**Multimedia Library** – You may access videos and animations.

**Quick Tips** – Contains information on the grading of word problems, grading of graphs, and graded exam return if the course is DE.

**Homework** – Homework is assigned and posted under this tab. *Note homework assignments are part of your grade.*

To input answers, you may need the toolbar on the left.

There are tabs on the right that you may use. Some problems may have a video attached; most do not. If you are stuck on a problem and have tried numerous times, you may send me your exact problem via the “ask my instructor” tab. If you use this, please include the description and details of your work and where you are having difficulty so that I can tailor my response. In addition, you may scan and email your work.

You may re-work problems that you have missed until the due date and time. Due dates are listed. No late homework is accepted. If you are working at the cut off time, your problem will not be saved nor will you receive credit for that problem.

If you have to leave before solving a homework problem, remember to click the “save” tab under the problem so that when you come back to finish, MML will bring up the same problem.

If you would like to work an additional problem that is similar to the homework problem that you just missed or solved and checked, then click the “similar problem” tab under the problem next to the “save” tab.

Label and write out all work in an organized manner for your homework problems. Remember work must be shown on exams and if you need tutoring.

**Study Plan** – The study plan is not required and is not part of your grade. If you would like to work additional problems in MML from any section at any time during the semester, you may work more problems under the “study plan” tab. Click “view all chapters”, click on the chapter, section and objective that you wish to work additional problems from.

As an additional study aid, you may also utilize the “quiz me” for mastery on objectives/sections. Click on the objective/section that you would like to be quizzed over. Click the “quiz me” tab. Note, these quizzes are created by Pearson and do not necessarily represent course material. The “quiz me” for mastery quizzes are not part of your grade.
Required Quizzes & Practice Exams – Your assigned quizzes are located here. *Note these quizzes are part of your grade.* The due dates are listed. Write out your work on paper in an organized manner showing all steps. You may take each quiz only once. Quizzes are timed and the time remaining will show while taking the quiz. Times vary by section. Do be careful when entering your answers. Answers are graded only once. The quizzes are computer graded. Each quiz must be completed *before* the posted due date and time. There are no re-take or make-up quizzes. You may also print the quiz after the due date.

The practice post exams are to be used as additional study aids. They have been created by Pearson and reflect chapters, *Not* necessarily the course/exam material. Practice post exams are not part of your grade.

Gradebook - Your grades are located here. You can check your homework scores, your exam scores and your overall grade. I will email when exam scores have been input and your overall grade has been updated.