In MML, there are tabs on the left.

**Course Home** – Shows the tab menu, calendar at a glance (calendar scrolls), 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 text book, videos, “try me” examples, animations, and student solutions manual.

The solutions manual contains the answers for odd textbook homework exercises, and all answers for chapter reviews, chapter exams, and cumulative reviews. The steps are shown to work the problem.

There are videos for lectures, some examples, and some homework problems.

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 all videos and animations.

**Notes** – There are general notes about topics in Beginning and Intermediate Algebra

**Quick Tips** – Contains information on course schedule, grading of word problems, grading of graphs, return of exams if the course is DE, examples of showing work and tips on the text sections.

**Assignments** – **Homework, quizzes, and practice exams are located under this tab.**

**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.

Also in this section, there are optional exam reviews. After assigned, they will we open until the end of the semester. These reviews are optional and are not part of your grade.
Assignments – Homework, quizzes, and practice exams are located under this tab.

**Quizzes and Tests** – 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 quizzes after the due date.

Practice exams should be used as study aids. They should be taken under test-like conditions. I created these practice exams to reflect the material in the course. They are not part of your grade but will help prepare you for your exams and cumulative final. Write out your work on paper in an organized manner showing all steps. You may also print the practice exam after you take it. You may take each practice exam twice. The post tests are to be used as additional study aids. They have been created by Pearson and reflect chapters, not necessarily the course/exam material. Post tests are not part of your grade.

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

**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 the objectives/sections. 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. Study Skills are also located here.

**Review for Final** – The review for the final will be a tab that shows up close to the end of the semester. The review for the final along with the answers will be listed.

**Student Success** – You may access additional materials regarding math reading connections, study skills, and college success tips.

**Lial Video Library Workbook** – You may access printable worksheets created by Pearson that are based on the text book sections. The answers are also listed for the worksheets.