math^x

User Manual

Perfection LEARNING®

$\{\!\!\{$ math^x

User Manual

Accessing Math^x

Login

Enter *http://mathx.perfectionlearning.com/* into your browser window.

*If you do not have an existing digital user account, click the **Use a code** button.*

- Enter the registration code provided to you, and follow the on-screen instructions to create your account by entering your email and name and creating a password.
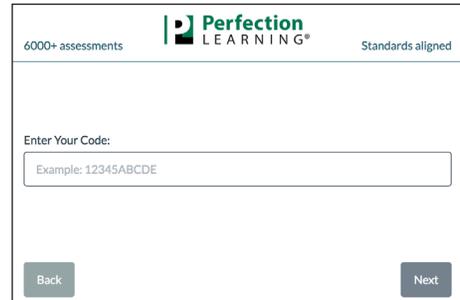
*If you already have an existing digital user account, click the **Sign in** button.*

- Follow the on-screen instructions to enter your email and password.
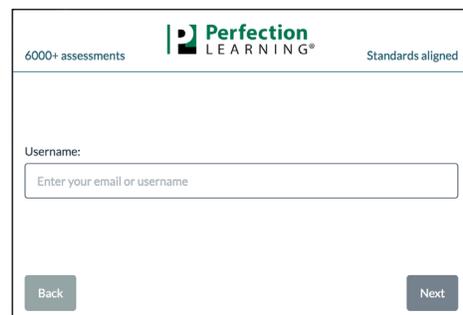
Forgotten Password

*If you have forgotten your user account password, click the **Sign in** button and then enter your username. Next, on the password entry screen, click the **Forgot Password?** button.*

- Follow the on-screen instructions to receive an email with a link to reset your password. Check your spam folder if you do not receive this email. Click the link in the email and create a new password. You will now be able to log in to your account.
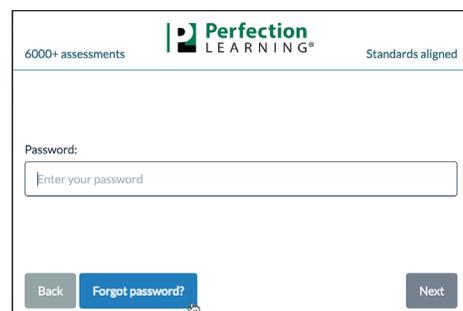
Navigation Menu

Click on the Navigation Menu ☰ icon in the upper-left corner of the page to access a dropdown of the various modules within Math^X.

The available modules are Admin, Assignments, Reports, Settings, and Support. Click on one of the modules to navigate to its respective area.
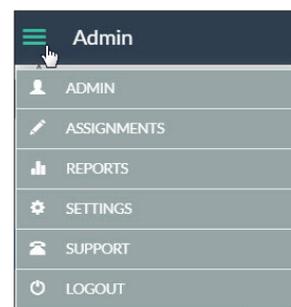
Within each module, on the left-hand side, there is a collapsible menu with various page options. Click on one of the menu items to collapse or show the pages, then select the page you want to access.

For example: To access the Manage All Students page within the Admin module, click on the Students menu item, then select Manage All Students.
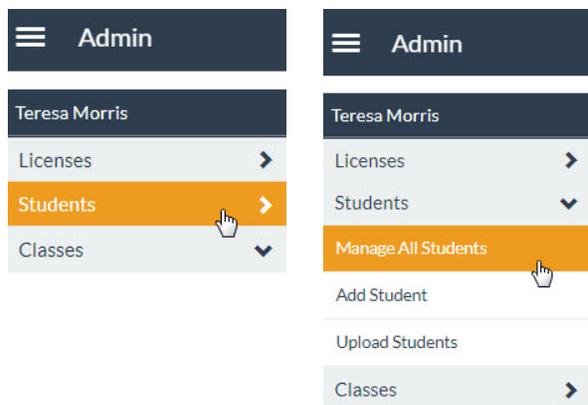
Changing Subjects

If you are using both Math^X and First Person Physics, or if you have license to more than one subject in Math^X, the dropdown menu in the upper menu bar will allow you to filter assignments and classes by subject. Simply select the downward-facing carat icon next to the name of the subject you're currently viewing to view assignments and classes related to a different subject.
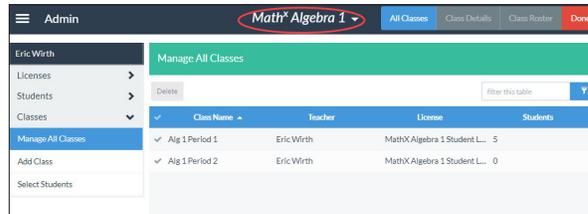
Logout

To manually exit Math^X, click on the Navigation Menu ☰, then select **LOGOUT** from the dropdown menu.

If you have not interacted with the application for a period of one hour, you will be automatically logged out and returned to the login page. Ten seconds before auto-logout is due to occur, a warning message will appear in the browser window with a clickable button to allow you to remain logged in.

Admin

The Admin module allows you to create and manage your school's students and classes. To access this module, click on the Navigation Menu ☰ , then select **ADMIN** from the dropdown.

Creating Classes and Students

Creating a Class

1. To add a class to your school, select **Add Class** from the Classes menu on the left-hand side of the page.

2. Title the class by typing in the Class Name field.

3. From the License dropdown, select the desired Math^X Student License product.

4. Enter a unique ID in the Class ID field.

5. To set optional start and end dates for the class, click on the Calendar Icon to open the date picker, then select start and end dates.
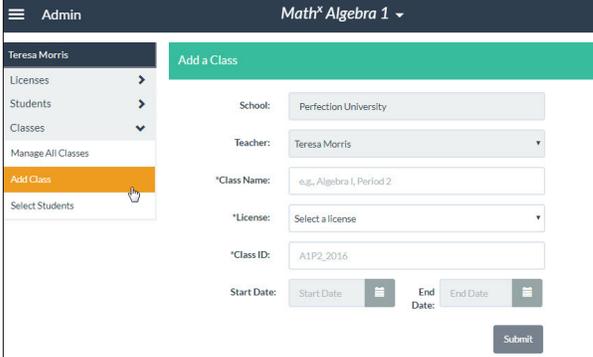
6. Click the **Submit** button to finish adding a class.

Creating Students

You can add students to your school in two ways—on a per student basis or in a batch upload with a .csv file containing information for multiple students.

NOTE: *Providing students with their account credentials to access Math^X for a class is discussed in the subsequent section Distributing Student Access Information.*

1. To add an individual student to your school, select **Add Student** from the Students menu on the left-hand side of the page.
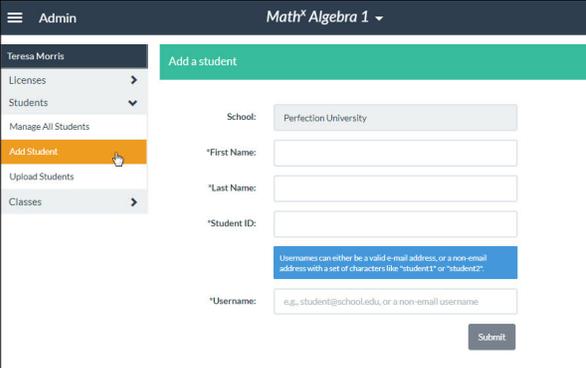
2. Fill in the required fields—First Name, Last Name, Student ID, and Username.

3. Click the **Submit** button to finish adding a student.

NOTE: Student IDs must be unique within your school. Usernames must be unique globally. Students use these when logging into Math^X. If a username exists for a user anywhere else, it will be unavailable.

Importing Students

1. To upload multiple students at once, select **Upload Students** from the Students menu on the left-hand side of the page.

2. All data must be in a .csv file with the following header names—First Name, Last Name, Student ID, and Username.

3. Click the **Download the student spreadsheet template** button to use the sample .csv file. You can open the .csv file in a spreadsheet editor program to add in the requisite student data.

4. You can add all students from all classes into the student spreadsheet. Add first names into column A, last names into Column B, and student IDs into column C.

NOTE: We recommend using your school's Student ID numbers. If your students do not have ID numbers, we recommend numbering the list starting from 1. Each student in your school must have a unique Student ID. If several teachers within your school are using the product, we recommend having one person add all students to your school.

5. Column D can be left blank. If your school has student assigned emails, you may use those as the username in column D. If you don't have access to student email information, we recommend leaving the username column blank. We will suggest usernames for you. You will be able to preview the usernames before you finish this process.

6. When your .csv file is ready, you may drag the file into the specified region in the browser window, or you can click the **Select a file to upload** button and find your .csv from the pop-up dialog box.

7. The uploaded .csv data will display in a new page.

8. Invalid entries will be highlighted in orange. You can resolve issues within the spreadsheet by clicking the lightning bolt icon within each cell. If the lightning bolt icon cannot resolve the issue, you can edit the entry manually by double clicking on a cell and retyping the information directly in the table. The table will indicate valid student rows with a green checkmark and invalid student rows with a red X.

9. When you are ready to add the students to your school, click the **Submit students with correct information** button. All valid rows will be added to your school and removed from the table on the page. Invalid rows will remain. You can continue fixing the entries and resubmit, or you can download a .csv file with all of the invalid rows by clicking the **Export students with incorrect information** button.

Selecting Students for a Class

1. To assign students to a class, choose **Select Students** from the Classes menu on the left-hand side of the page.

2. Highlight the individual students you want to add to a class by clicking the checkmark next to each student name. Clicking the checkmark in the header row will select all of the students within the school, even those on subsequent pages if there are any.

3. Click the **Add to Class** button.

4. In the pop-up, type the name of the class to which you want to add the students, then select the class from the dropdown and click **OK**.

Managing Students and Classes

Managing Students

1. To view and edit the students in your school, select Manage All Students from the Students menu on the left-hand side of the page.

2. To edit an individual student's details, click directly on one of the rows to go to the Student Details page.

3. Click in any of the respective fields to change the First Name, Last Name, Student ID, or Username for the chosen student.

4. Click **Done** to return to the Manage All Students page.

Managing Classes

1. To view and edit the classes in your school, select **Manage All Classes** from the Classes menu on the left-hand side of the page.

2. To edit an individual class's details, click directly on one of the rows to go to the Class Details page. You can retitle the Class Name, change the Class ID, or update the start and end dates.

3. From the Class Details page, click the **Class Roster** button in the top right to manage the list of students in the class.
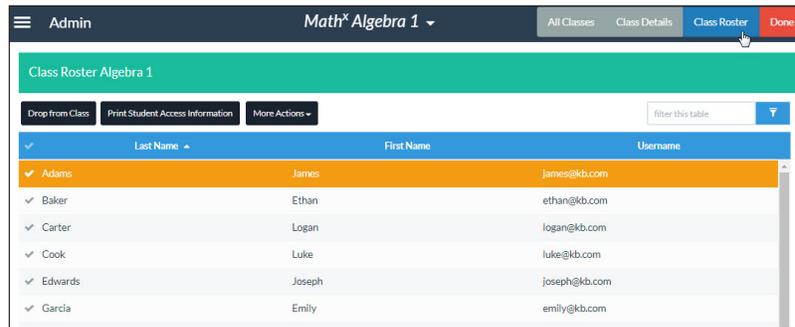
- To drop students from a class, highlight the desired student(s) by clicking the checkmark next to each student name. Clicking the checkmark in the header row will select all of the students within the school, even those on subsequent pages if there are any. Click the **Drop from Class** button and confirm by clicking **OK** in the pop-up.

Distributing Student Access Information

When students log in to Math^X for the first time, they will do so with a temporary access code. They are then prompted to create a password and backup security questions. The following instructions describe how to print out the usernames and codes for the students in your class. Codes will not be generated for students who have already set up their accounts.

- To print access codes that you can distribute to students with each individual's username and code, navigate to the Class Roster page as described in the previous section.

  › Highlight the desired student(s) by clicking the checkmark next to each student name.

  › Click the **Print Student Access Information** button.

  › A pop-up will appear giving you the option of letting codes be automatically generated, or you can decide to type in a code of your choice. If you create your own code, it will be the same for each student you selected.

Print   🖨 Print Preview   Done

Alex Meyer
Go to mathx.perfectionlearning.com and click on "Use a code."
Username: alexmeyer
Code: 5hJMgsTS

Brook Ramirez
Go to mathx.perfectionlearning.com and click on "Use a code."
Username: brookramirez
Code: 0bFl6yjR

Casey Harper
Go to mathx.perfectionlearning.com and click on "Use a code."
Username: caseyharper
Code: DxzElMor

Dakota Lashibi
Go to mathx.perfectionlearning.com and click on "Use a code."
Username: dakotalashibi
Code: 7iJJnmwb

› Click the **OK** button to be shown a preview of all the student access information. Click the **Print** button in the upper-left corner to open the prompt to print.

› Click **Done** to return to the Manage All Classes page.

› Distribute the codes to your students and instruct them to set up their accounts by clicking the **Use a code** button at http://mathx.perfectionlearning.com/.

You may receive an email with a new code to distribute to a student who has used the **Forgot Password?** button during login. If a student who has already set up an account has trouble logging in and comes to you seeking help, you can directly reset the student's code with the following instructions.

- To directly reset a code for a student who has already set up an account, navigate to the Class Roster page.
  › Highlight the desired student by clicking the checkmark next to the student name.
  › Click the **More Actions** button, then select **Reset Code**.
  › A pop-up will appear giving you the option of letting codes be automatically generated, or you can decide to type in a code of your choice. Then click **OK**.
  › Provide the code to the student and instruct them to use the code to re-setup their account information as before.

Managing Licenses

To view available product licenses for your school, select **Manage All Licenses** from the Licenses menu on the left-hand side of the page. When students are added or dropped from classes, the number of licenses used will be reflected here.

Name ▲	School	Available	Used	Start	End
First Person Physics Honors I FL Stud...		4959	41	2017-06-1...	
Math X Algebra I Student License		4933	67	2014-12-0...	
Math X Algebra II Student License		478	22	2015-09-2...	
Math X Geometry Student License		478	22	2015-09-2...	
TEKS Math X Algebra I Student License		100	0	2017-03-1...	

Deleting Students and Classes

Deleting Students

1. To delete students from your school, select **Manage All Students** from the Students menu on the left-hand side of the page.

2. Highlight the individual students you want to delete by clicking the checkmark next to each student name. Clicking the checkmark in the header row will select *all* of the students within the school, even those on subsequent pages if there are any.
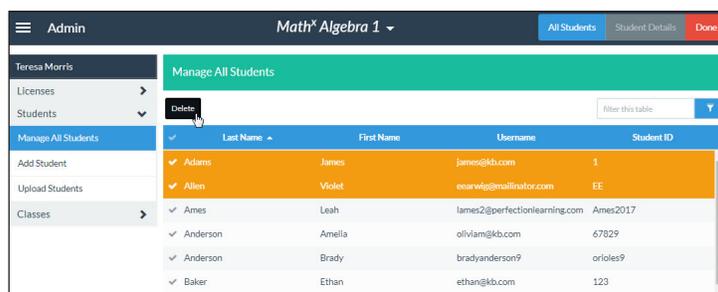
3. Click the **Delete** button and confirm the deletion by clicking **OK** in the pop-up.

NOTE: *Students cannot be deleted unless they have been dropped from the roster for all their courses. Dropping students from a class is described in the previous section, Managing Classes.*

Deleting Classes

1. To delete a class from your school, select **Manage All Classes** from the Classes menu on the left-hand side of the page.

2. Highlight the individual class you want to delete by clicking the checkmark next to the class name. You can only select one class at a time.
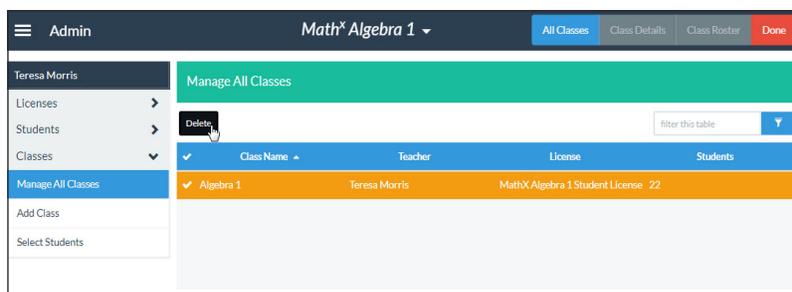
3. Click the **Delete** button and confirm the deletion by clicking **OK** in the pop-up.

NOTE: *A class cannot be deleted unless all students have been dropped from the roster for that class. Dropping students from a class is described in the previous section, Managing Classes.*

Assignments

The Assignments module allows you to create, edit, print, set due dates, and manage your students' online assignments. The Assignments module is also where you view your gradebook, change grades, or export a file with grade data.

To access this module, click on the Navigation Menu ☰ then select **ASSIGNMENTS** from the dropdown. You will be taken to the Assignment List page by default.

Classes for which you are the instructor appear in the dropdown on the left-hand side below your user. Click on the class name shown, then choose the class that you want to focus on. You can switch back and forth between classes here. Please note, if you're searching for one of your classes and you have access to more than one Math^X subject or both Math^X and First Person Physics, make sure you've selected the correct subject in the dropdown menu in the upper menu bar.
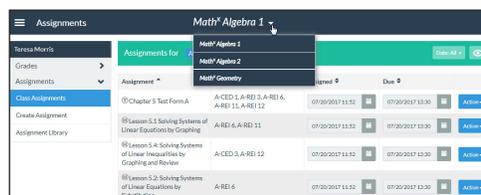
Managing Assignments

Assignment Generator: Creating, Editing, Sharing, and Printing

To begin creating an assignment, select **Create Assignment** from the Assignments menu on the left-hand side of the page. The Assignment Generator will open to the Assignment Details page.
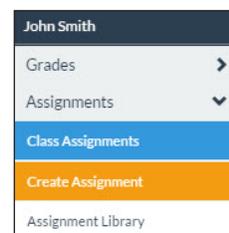
The Assignment Generator has five sections.

- **Details** to establish settings for an assignment
- **Customize** to select a subset of students to give an assignment to and set alternative due dates
- **Questions** to add or remove problems
- **Edit** to order the problems and set their quantity and point value
- **Print** to preview and print the assignment

Navigate back and forth between pages in the Assignment Generator by clicking the various buttons in the upper-right corner of the page. Some pages are not available until you have entered required details and selected problems for the assignment. Changes you make in the Assignment Generator are automatically saved while you work.

Details

The Assignment Details page is where you control the settings for an assignment. You must first enter a name and choose the category type before you can move on to selecting problems, editing, or printing the assignment.

1. Type a name in the Assignment Name field.

2. Choose a category from the dropdown for the type of assignment you are creating. The options are Homework, Quiz, Test, or i-Practice.

   - **For Homework**: students are allowed multiple tries per problem and can access videos and step-by-step help.
   - **For Quizzes**: students are allowed multiple tries per problem, but cannot access videos or step-by-step help.
   - **For Tests**: students are allowed one try per problem and cannot access videos or step-by-step help.
   - **For i-Practice**: students are allowed to keep trying until they've mastered the problem with access to videos and step-by-step help.

3. To set Assigned and Due dates/times, click on the Calendar Icon to open the date/time picker. The date/time picker functionality is described in the subsequent section, Setting Assigned and Due Date/Time.

4. If applicable to the assignment type, select a number of Tries Allowed from the dropdown. This will be the number of incorrect answers students can submit for each problem before they receive no credit.

5. You may also add your own personal notes about the assignment and write notes that will show up for students in the student application.

6. If you want other teachers to have access to the assignment you create, change the default to "Share this assignment with other teachers in my school".

7. After you add problems to the assignment, a list of standards correlated to the assignment will appear at the bottom of the Assignment Details page.

Customize

The customize feature allows you to give an assignment to a subset of a class' students, as well as set alternative due dates for individual students.

To access the customize menu, select the "Customize" button while editing a specific assignment in the Assignment Generator. You can also open the menu by selecting the blue "Action" button next to a specific assignment on the Assignments homepage, then selecting "Customize".

Either of these options will bring up a page displaying all students in the currently selected class. From here, you can uncheck any students who you do not want to receive the assignment by selecting the white checkmark next to their name.

The customize feature can also be used to set specific assigned and due dates for various students. This can come in handy should you need to extend a due date for a student who was ill, or if you'd like to provide an extension for a set of students. To set an alternate assigned or due date for a specific student, select the calendar button in the respective column for the student to whom the alternate date applies, then choose a date.

Select Problems

1. In the Assignment Generator, click the **Questions** button in the upper-right corner.

2. On the left-hand side of the page is a collapsible menu from which you can find problems to add to your assignment. You can add problems by Chapter or by Standard. Begin by clicking on either the **Chapters** or **Standards** button.
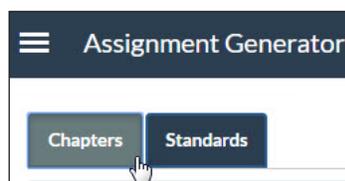
3. Click on a chapter or standards domain from the collapsable menu, and then click the respective lesson or standard from which you want to pull questions.
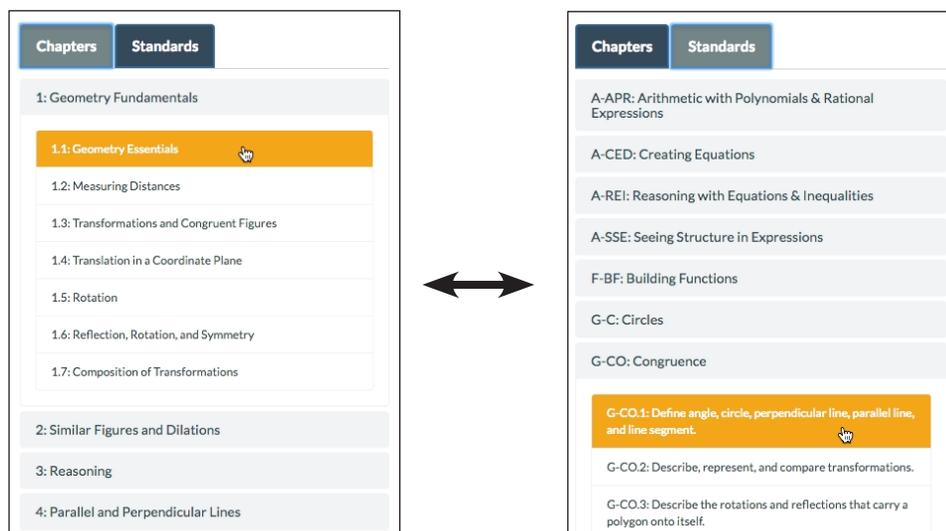
4. A list of questions related to the lesson or standard will appear. Click on the problems you want to add to the assignment. The questions will be highlighted in yellow. Questions can be removed from the assignment by clicking them again. You can choose problems from different lessons, chapters, and standards to add to the same assignment. The program will automatically save your progress.
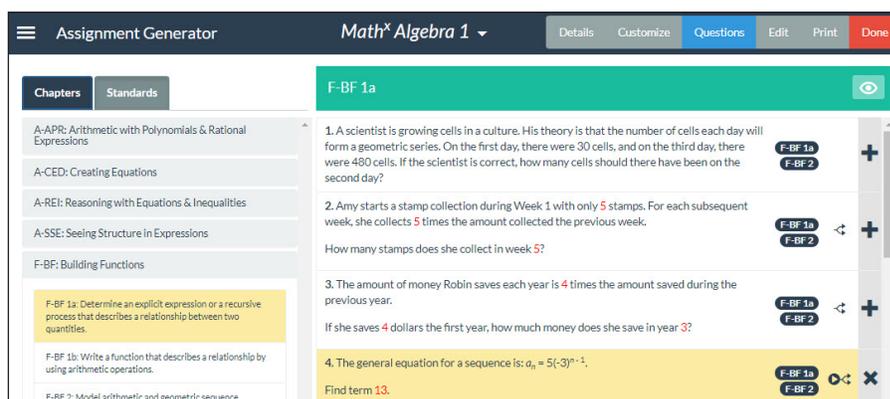
NOTE: *Questions with red text indicate problems with numbers that vary, allowing you to add multiple instances of such problems.*

5. The Eye button lets you select the options of showing or hiding standards or images for the problems. Click the button, then check or uncheck the desired options.
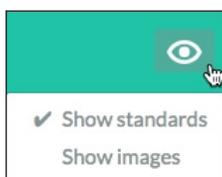
Edit Problems

1. In the Assignment Generator, click the **Edit** button in the upper-right corner.

2. Problems that have been selected for the assignment appear on this page. Change the order of the questions by clicking and dragging on the three dots to the left of the question.

3. Change how many points a problem is worth by clicking in the Points field to the right of the problem and typing a value.

4. Questions with red text have numbers that can vary. Determine the number of instances you want for the problem by clicking in the Quantity field and typing a value.

5. You can remove a problem from the assignment by clicking on the ⊗ icon to the right of the question.

6. The Eye button ⬛ lets you select the options of showing or hiding standards or images for the problems. Click the button, then check or uncheck the desired options.
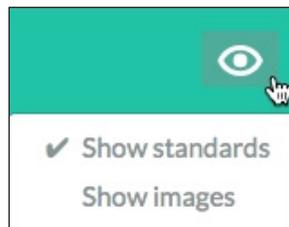
Print Preview

1. In the Assignment Generator, click the **Print** button in the upper-right corner.
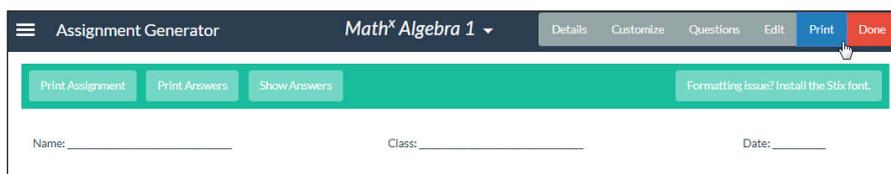
2. On the print page you can view what your assignment will look like when it is printed. You can also view the solutions to the problems by clicking on the **Show Answers** button at the top of the assignment.

3. Before printing, you can also add or remove workspace between problems. To add workspace below a problem, click the "+" button next to that problem. To remove workspace below a problem, click the "-" button next to that problem. To add or remove additional space, click the respective button multiple times.

4. Click either the Print Assignment or Print Answers button at the top of the assignment to open a print preview page and a prompt to print your desired pages.

When you are finished working in the Assignment Generator, click **Done** to return to the Class Assignments.

Import an Assignment from the Assignment Library

Select **Assignment Library** from the Assignments menu on the left-hand side of the page. To preview an assignment, click on the assignment title. Click **Done** to return to the Class Assignments. Select the assignment(s) that you wish to import by clicking the checkmark(s) to the left of the assignment titles and then click **Assign to class**. Click in the box and a dropdown menu will appear. Select the class or classes that you want to import the assignment(s) to. When you have finished selecting classes, click **Continue**.

Organizing the Class Assignments

1. To access the Class Assignments, select **Class Assignments** from the Assignments menu on the left-hand side of the page.
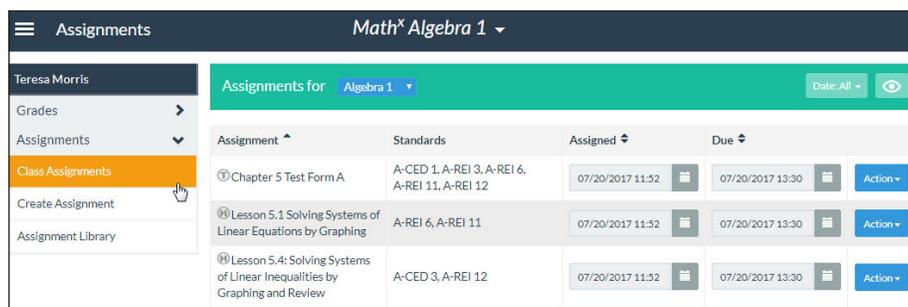
Each Math^x course comes pre-populated with template assignments. Assignments that you create will also show up in the Class Assignments. You can change or edit the template assignments just as you do for the ones that you have created.

- Click on a row in the list to go to the Assignment Generator **Edit** page for that assignment as described in the previous section, Assignment Generator: Creating, Editing, and Printing. You can then change **Details** for the assignment, select **Questions**, and **Print** by clicking on the respective buttons in the upper-right corner of the page.

- Alternatively, click the **Action** button to the right of the assignment, then select **Edit** or **Print** to go to those respective pages.
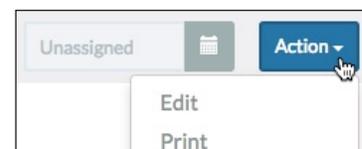
2. The icons to the left of the name in the Class Assignments indicate the currently designated type of assignment. Hover your mouse over each icon to see its type.

(H) Homework　　　　(Q) Quiz　　　　(T) Test　　　　(P) i-Practice

3. The filter button at the upper-right of the Class Assignments lets you narrow the scope of the list. Click the button, then choose among the following categories of assignments: All, Unassigned, Assigned, Past Due Date, Not Due Yet, or Requires Grading.

Date: All ▾ 👁
All
Unassigned
Assigned
Past due date
Not due yet
Requires grading
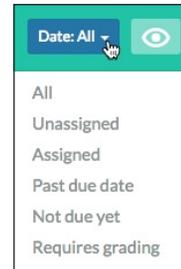
4. The Eye button 👁 lets you select the option of showing or hiding standards associated with problems in the assignment. Click the button, then check or uncheck the option to show standards.

Date: All ▾ 👁
✔ Show standards
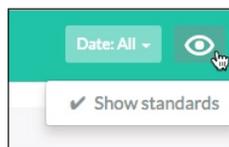
- Standards will appear in each row next to the assignment name. Hover your mouse over individual standards to see a short description.

Identify ways to rewrite expressions.
@ 2.2 Polynomial Patterns　　　A-SSE 2
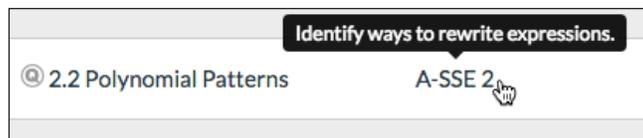
5. You can sort the Class Assignments by the assignment name or by date. Click on **Assignment**, **Assigned**, or **Due** in the column header to sort the list.

Assignment ▲　　or　　Assigned ▲　　or　　Due ▲
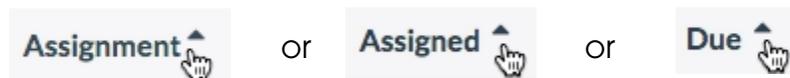
Setting Assigned and Due Date/Time

1. Assigned and Due Dates/Times are set on the Assignment Details page of the Assignment Generator as described in the previous section Assignment Generator: Creating, Editing, and Printing, or they are set from the Class Assignments page.

2. For each row in the Class Assignments, there are two date/time fields. The first field sets the Assigned Date, the second field sets the Due Date. Click on the Calendar Icon to open the date/time picker.

Unassigned 📅

3. Toggle between **Date** and **Time** by clicking on the respective buttons.
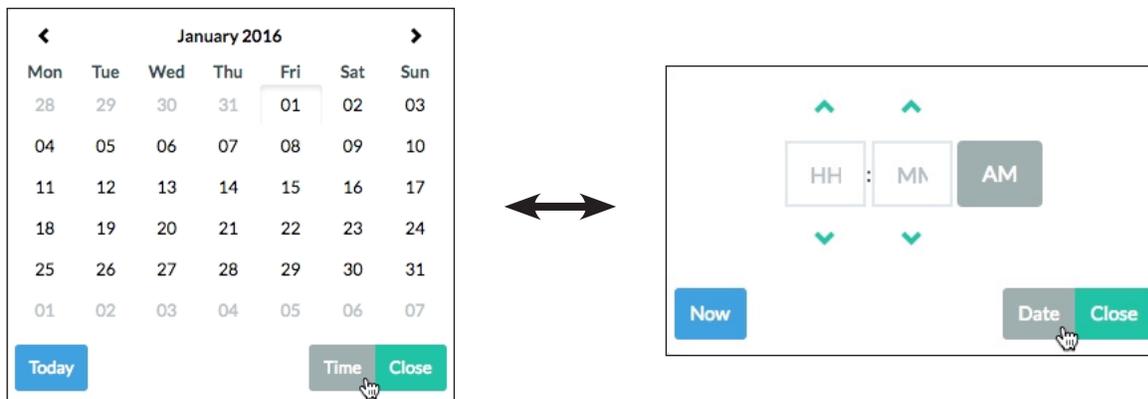
- To select a date, click on the desired day. Move between months using the left and right arrow buttons < >.
- To select a time, type hour and minute values into the fields or use the up and down arrow buttons. Switch between a.m. and p.m. by clicking the button.
- Close the date/time picker by clicking the **Close** button.

If you'd like to set alternative assigned or due dates for various students, please use the **Customize** menu described in the Assignment Generator: Creating, Editing, Sharing, and Printing section of this guide.

NOTE: If you select the Due Date first, the Assigned Date will be automatically set either to seven days prior or to the current date, whichever is later.

Sending an Assignment to the Student Application

1. Assignments will automatically appear in the student application at the designated assigned date/time. Students may work on the assignment until the designated due date/time, at which point the assignment will remain visible to students but answer submissions will no longer be accepted.

2. Students will use their individual Username and Password to log into the student application at *http://mathx.perfectionlearning.com/* to work on assignments.

Previewing an Assignment in the Student Application

1. To see how an assignment will look from a student's point of view, click the **Action** button to the right of the assignment, then select **Student View** from the dropdown menu.
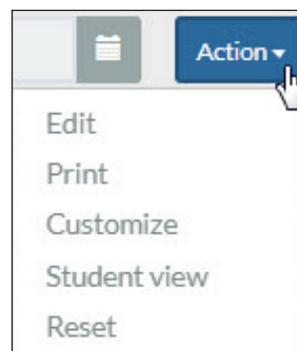
2. A preview page for the assignment will open in the student application and allow you to click through the selected problems.
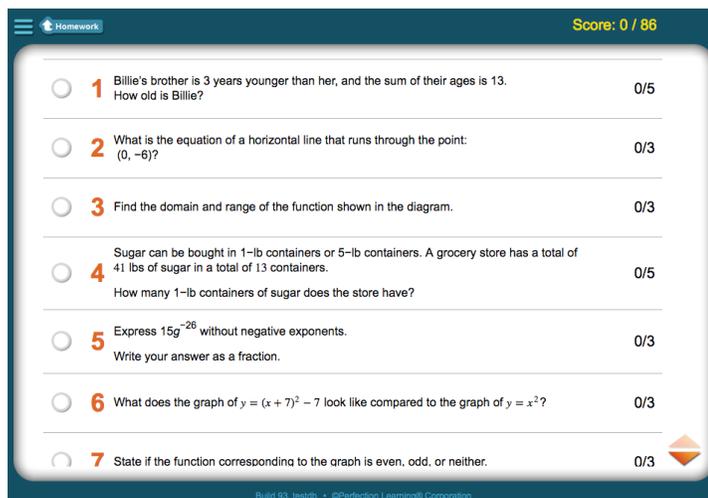
3. Return to the Assignment List using the back arrow button of your browser, or by clicking the Homework button in the upper-left.

Deleting/Resetting Assignments

1. For user-created assignments, you have the option to delete the assignment.

   • Click the **Action** button to the right of the assignment, then select **Delete** from the dropdown menu.
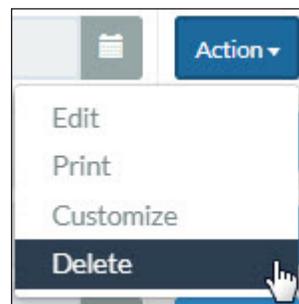
2. For template assignments, you have the option to reset the assignment to its original, pre-built state.

   • Click the **Action** button to the right of the assignment, then select **Reset** from the dropdown menu.
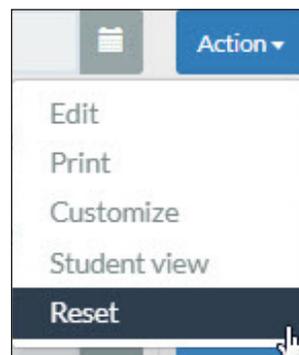
NOTE: Deleting or resetting an assignment will erase any and all student grades that have been associated with that particular assignment.

Managing Grades

Viewing the Gradebook

1. Select the **Gradebook** option from the Grades menu on the left-hand side of the page.

2. The Gradebook shows in-progress and past-due assignments in reverse chronological order, scrolling from left to right. In-progress assignments show "--" until after the assignment is due and the problems have been graded.

   - Each cell shows the percentage of correct points that a student received out of the possible points for the assignment.

   - The grade column next to the student's name represents the cumulative grade and is calculated from past-due assignments as all points received out of the total possible points.

   - Below each assignment header is the average for the grades in each respective column and the possible points for each assignment. In the cumulative grade column, the average is of all students' cumulative grades, and the total points represents the sum of possible points for all past-due assignments.

   - Sort the grid according to student last names or student grades by clicking on Name or the cumulative average respectively in the column header.

3. An exclamation mark indicates problems that require grading by the instructor. The following section, Reviewing Problems That Require Manual Grading, describes how to review those problems.

Reviewing Problems That Require Manual Grading

1. If an exclamation mark appears in the Gradebook, this is an indication that there are problems that require manual grading by the instructor.

2. Clicking on the "!" in a cell will take you to the Grade Change page where you review an individual student's problems that require grading for an assignment.

3. Clicking on the exclamation mark icon in the column header will take you to the Grade Change page where you review all students' problems that require grading for that assignment.

NOTE: *Assignments with problems that require grading will also display the icon in the Assignment List. Clicking on the icon in the row will take you to the Grade Change page to review the necessary problems.*
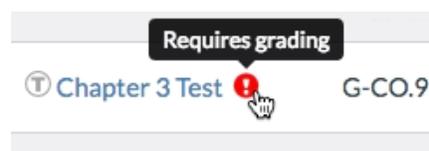
4. To manually grade the problems, compare the student's submitted answer to the correct answer, then type in the appropriate grade in the field, up to the allowed number of points.

5. When you have finished reviewing all the problems, click **Done** to return to the Gradebook.

Reviewing Student Responses and Changing Grades

1. To review each individual student's responses to an assignment and change grades if necessary, click on a student's percentage under an assignment in the Gradebook. The Grade Change page will load.

2. The Grade Change page shows a list of all problems in an assignment accompanied by a comparison of the student's submitted answer with the correct answer.

   • Each problem shows the number of points that the student has received out of the number of possible points. Problems that have received any credit are indicated with the ☑ icon. Problems that have received zero points are marked with the ☒ icon.

   • Below the points you will see the number of submissions (depending on the type of assignment) that the student used to submit the final answer.

3. If you wish to change the grade received by a student, click in the points field, delete the displayed value, and type in a new value. Point values that exceed the possible points allowed will not be saved and will revert back to the most recent valid entry.

4. At the upper-right of the assignment is a **Score** button showing the student's grade for the entire assignment. Click the button to toggle between a fraction and percent display.

5. The filter button at the upper-right allows you to narrow the scope of the problems shown. If there are any problems that require grading you can choose to see only those problems.
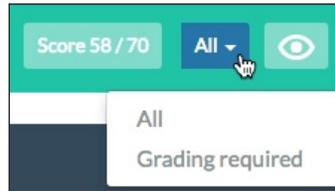
6. The Eye button lets you select the options of showing or hiding question text and standards for the problems. Click the button, then check or uncheck the desired options.
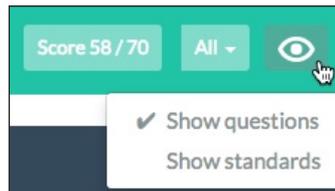
7. Click **Done** to return to the Gradebook.

Exporting Grades

1. To export a file of all of the grades for a class, click on the **Export** button in the lower-right corner of the gradebook. A .csv file will be downloaded.

2. You can then import your Gradebook .csv as is into another Gradebook or you can edit it and then import.

Reports

The Reports module allows you to analyze student progress and adjust instruction based upon performance statistics for your students' completed assignments. You can view results for all students or for individual students organized by assignments or by standards. To access this module, click on the Navigation Menu ▤ , then select **REPORTS** from the dropdown menu.

Classes for which you are the instructor appear in the dropdown menu on the left-hand side below your user. Click on the class name shown, then choose the class that you want to focus on. You can switch back and forth between classes here.
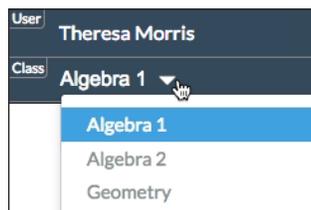
Viewing Reports by Assignments

1. To view overall performance on homework, tests, quizzes, and i-Practice, select the **Overview** option from the Assignments menu on the left-hand side of the page.
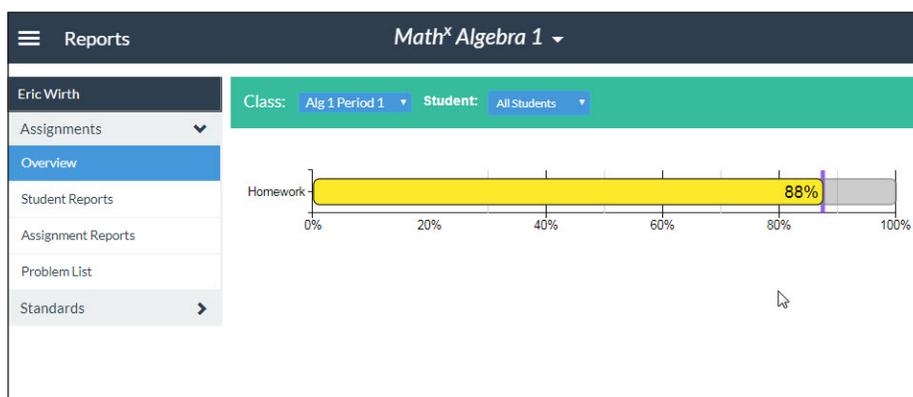
- The Student filter allows you to view the report by student. Choose *All Students* or select an individual student from the dropdown menu.
- If you click on one of the assignment types in the data graph, you will narrow the focus of the report to that chosen category.

2. To view performance by assignments, select the **Student Reports** option from the Assignments menu on the left-hand side of the page.
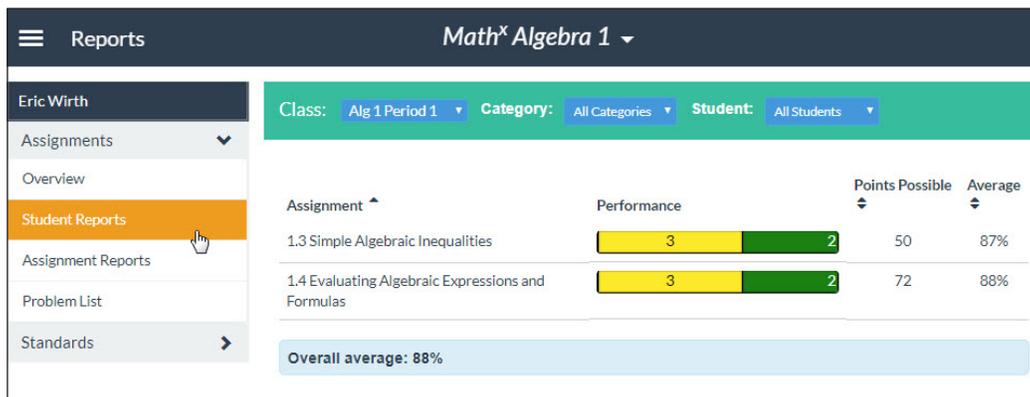
- The Category filter allows you to view the report by each assignment. Choose *All Categories* or select an individual assignment type.
- The Student filter allows you to view the report by student. Choose *All Students* or select an individual student from the dropdown menu.
- If you click on an assignment row, you will narrow the focus of the report to that assignment based upon the chosen filters.

3. To view performance by each assignment, select the **Assignment Reports** option from the Assignments menu on the left-hand side of the page.
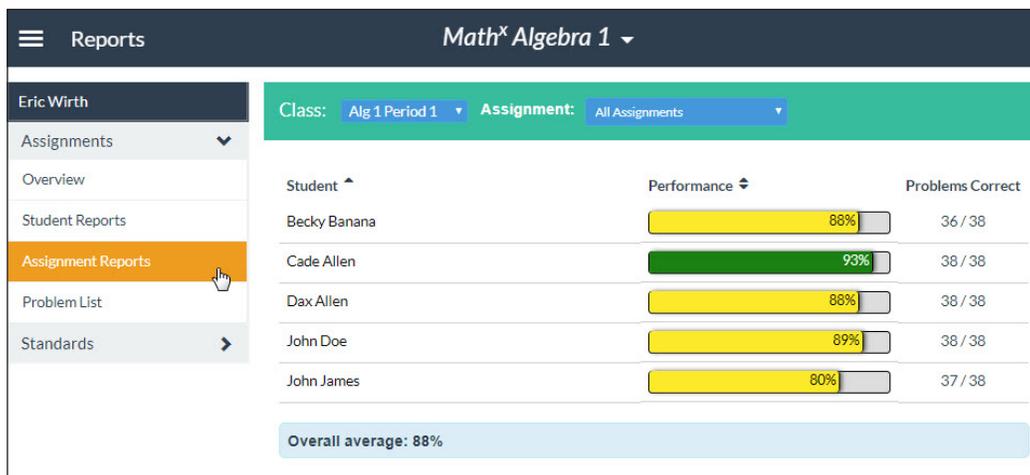
- The Assignment filter allows you to view the report by assignments. Choose *All Assignments* or assignment categories, or select an individual assignment from the dropdown menu.
- If you click on a student's row, you will narrow the focus of the report to see problems based upon the selected assignments.

4. To view performance by problems for individual assignments, select the **Problem List** option from the Assignments menu on the left-hand side of the page.

- The Assignment filter allows you to review the report by each assignment. Select an individual assignment from the dropdown.

- The Student filter allows you to view the report by student. Choose *All Students* or select an individual student from the dropdown.

- If you click on an individual problem when the *All Students* filter is chosen, you will see a popup detailing how each student performed on the problem.

Viewing Reports by Standards

The standards reports work in a similar way to the assignments reports, except that the problems are grouped by academic standard rather than by assignment. To view performances based upon standards, select the **Overview**, **Student Reports**, **Standard Reports**, or **Problem List** option from the Standards menu on the left-hand side of the page.

Each standards report has similar filters to the assignments reports, and you can likewise drill down and narrow focus by clicking the various elements in the each report.

Settings

The Settings module allows you to update details about your account. To access this module, click on the Navigation Menu ☰ , then select **SETTINGS** from the dropdown.

Changing Email

1. To change the email associated with your user account, select **Change Email** from the Settings menu on the left-hand side of the page.

2. Enter your desired new email address.

3. Confirm by re-entering the desired email.

4. Enter your current password.

5. Click the **Submit** button.
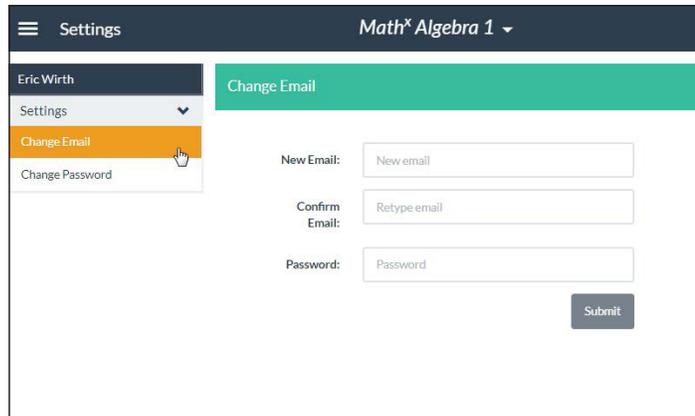
Changing Password

1. To change the password associated with your user account, select **Change Password** from the Settings menu on the left-hand side of the page.

2. Enter your current password.

3. Enter your desired new password.

4. Confirm by re-entering the desired password.

5. Click the **Submit** button.
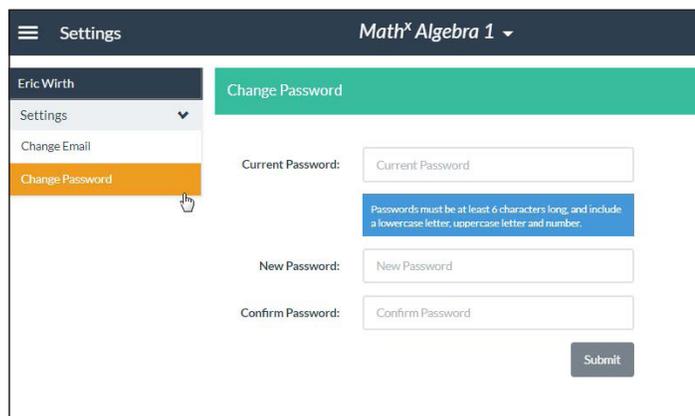
Support

The Support module allows you to access additional information for help using Math^X. To access this module, click on the Navigation Menu ☰ , then select **SUPPORT** from the dropdown menu.

Getting Started Videos

To watch videos to help you get started using Math^X, select the **Getting Started** option from the Support menu on the left-hand side of the page.
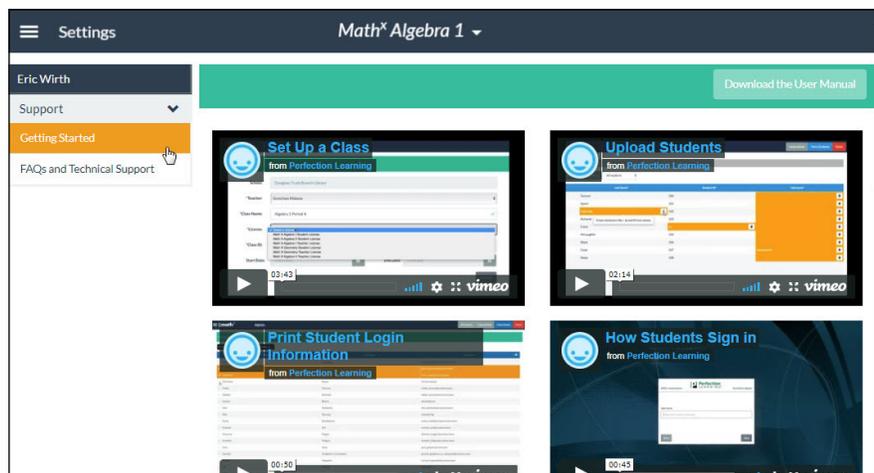
FAQs and Technical Support Pages

To access a web page with frequently asked questions, downloadable user guides, additional technical support, and contact information, select the **FAQs and Technical Support** option from the Support menu on the left-hand side of the page.