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MathMedia Online – Instructions to the **Teacher**

Follow these instructions to prepare your computer/browser settings to access MathMedia Online.

Note: MathMedia Online requires Internet Explorer 5.5 or later

(Best performance will be with default Internet Explorer security, privacy and Firewall settings.)

Add the MathMedia Online Domain to the Trusted Sites Zone in Internet Explorer

For detailed instructions go to: <http://www.mathmediaonline.com/TrustedSitesZone.html>

1. From the menu bar in Internet Explorer, select **Tools/InternetOptions**.
2. The Internet Options dialog window appears. Click the **Security** tab.
3. Select the **Trusted sites** icon.
4. Click the **Sites** button.
5. Type the address: <https://www.mathmediaonline.com> in the box and click on the **Add button**.
6. Click the close button to close the Trusted sites dialog box. Click the OK button to close the Internet Options dialog box.

Install Neuron 9.0

This is a one-time installation required to run MathMedia Online learning programs.

1. Go to <http://www.sumtotalsystems.com/support/toolbook/neuron/90/neuron9.exe> to download the Neuron 9.0 plugin.
2. If a prompt displays asking whether to run or save the file, click **Run**.
3. If a security window displays requesting verification before allowing the software to run, click **Run**.
4. The Neuron 9.0 Installation window will appear.
5. Click **Next** on the first installation screen.
6. On the license agreement screen, select **"I accept the terms in the license agreement"** and click **Next**.
7. Click **Install** to begin the installation.
8. Click the **Finish** button to complete the installation.
9. **Close/Exit** your Internet Explorer browser and restart. (The browser needs to be restarted once the setup procedure has been completed, otherwise the plugin does not take effect.)

Login to MathMedia Online

Use this information each time you run MathMedia Online learning programs.

1. Go to <http://www.mathmediaonline.com>
2. Click on **User Login**.
3. Enter your **User ID** in the User ID field.
4. Click the **Login** button to access the Main Menu

Viewing Activity Report

This information is available only to teachers who wish to view student progress within the MathMedia Online learning programs.

Follow these instructions to view a record of student activity:

1. Return to the login screen.
2. Enter your **User ID** followed by "**-admin**" (without the quotes) in the User ID field.
3. Click the **Login** button.
4. Enter **your password** in the password field.
5. Click the **View Reports** button.
6. If prompted to **Allow Pop Ups**, choose "**Yes**".

Note: The Activity Report will be displayed in a new browser window. In some instances the new window may be underneath the current browser window. If you do not see the Activity Report window, minimize or move the current browser window.

The best way to vary the way reports are sorted is to copy the content of the online report and paste the content into Microsoft Excel. Use Microsoft Excel's sorting options to modify report display. For example, you may want to sort by section title instead of last name.

Important considerations:

- The window may not open immediately when trying to access the MathMedia Online. If the course window does not open and a Security Information Bar appears near the top of the window, click the **Security Information Bar** and choose **Allow Blocked Content**. Choose "**Yes**" if prompted to allow active content.
- MathMedia Online will perform best with default Internet Explorer security and privacy settings and default Windows Firewall settings.