

Instructions for Navigating the Online Math Placement Exam

The mathematics placement exam will help us assess your current mathematics knowledge and skills so that we can place you in the mathematics course that best fits your needs. The exam consists of an academic integrity form, a math course questionnaire, and **two** 45-minute parts:

- intermediate algebra skills
- functions and graphs

The parameters for each part of the exam are as follows:

- 30 multiple choice questions
- 45 minutes (unless granted an accommodation)
- no use of calculators (unless granted an accommodation)

The online version of the math placement exam takes place on Brightspace, our learning management system. This exam is **not** compatible with mobile devices (phones, tablets, etc.). You **must** take this exam on a desktop or a laptop computer. For your browser, Google Chrome is recommended.

Complete the following steps to navigate to the online math placement exam page.

- Click on the following link: <https://mylearning.suny.edu/d2l/login>
- click "NETWORK LOGIN" then choose "Maritime" campus from the dropdown menu
- Type in your Maritime email address (e.g. johnsmi.20@sunymaritime.edu) and your Maritime password. If this is your first time logging into your Maritime account, please see the final section of this instruction sheet for guidance on password enrollment/reset.
- Once in Brightspace, under "My Courses" you should see **MATH Placement Test**

Click on **MATH Placement Test**

Click on **Placement Exam**. There are 4 things you need to do:

1. Read the **Academic Integrity Form** statement and type the following sentence into the text box: "I hereby affirm that I will neither give nor receive unauthorized aid on this exam." then submit.
 - When done, click "Placement Exam" at the top or use the back arrow to go back. Scroll down to the "Math Course Questionnaire"
2. Click on the title **Math Course Questionnaire** and complete the questionnaire. Enter true if you took the class and false if you did not. If you took an additional math class enter it in the fill in question, otherwise enter "none". Click "Submit Quiz". This is not a real quiz, just a questionnaire.
 - When done, click "Placement Exam" at the top or use the back arrow to go back. Scroll down to "Math Placement Exam - Intermediate Algebra Skills"
3. When you are ready to take this part of the exam, click on the underlined title, **Math Placement Exam - Intermediate Algebra Skills** and then **Start Quiz**
 - Read the instructions for the exam. Note the following: Once you start the exam, you **must** complete the exam in one sitting. There is no way to stop the clock once you start.

- After you submit your quiz, you will see a page with a basic summary of the exam. Do your best on each part of the exam. We will inform you of your math course placement and how to interpret your results in a later communication.
 - After you submit your quiz, click “Placement Exam” at the top or use the back arrow to go back. Scroll down to “Math Placement Exam - Functions and Graphs”
4. When you are ready to take this part of the exam, click on the underlined title, **Math Placement exam – Functions and Graphs** and then **Start Quiz**
- Follow the same instructions as above for the Intermediate Algebra Skills part of the exam.

SUNY Maritime Network Login information

- Your login is your Maritime email, and your password is this template: Name? *Jane Doe* Password? *JD-[last five digits of ID]!%@\$*. Be sure to include the hyphen after your initials as well as the four special characters at the end. It should look like this: *JD-12345!%@\$*
- Immediately, you will be asked to reset your password following the below steps.
 - Initial Password Reset:
 - Please go to <https://passwordreset.sunymaritime.edu:9251> and login to change your initial password.
 - Password Guidelines:
 - Your password must be at least 12 characters and contain an upper case, number, and special characters such as an exclamation point or hash symbol.
 - Your password will expire every 90 days, and you will receive a reminder email from us 7 days prior to expiration.
 - Enrolling In Password Reset Portal:
 - You will be prompted to enroll in the password reset portal. This is to set up your account for further password resets.
 - You will be asked to create three challenge questions and set up multi-factor authentication (MFA) for a secondary security check to identify you.
 - To set up MFA, you must download the Microsoft Authenticator app to your mobile device, which is a free download.