Course Orientation
Math 2414.WS1, Calculus I, 2017 Fall
Instructor: Prof. Antohe

Registration procedures
You need to register for the class at www.webassign.com. All students must use the CougarMail Student Email account (“...@cougarmail.collin.edu”) when registering on WebAssign’s site. Be careful when you enter your Cougar Mail email address. If you do not enter a valid email address you are not going to receive important messages from your instructor regarding the class during the semester.

Course Registration
ENROLL
The class key is collin 1555 9142.
1. Go to www.webassign.com and click “I Have a class key” link.
2. Enter the class key your instructor gave you and click Submit.
3. If the correct class and section is listed, click Yes, this is my class.
4. Either provide your existing WebAssign account information or create a new account.
Select I already have a WebAssign account, enter your account information, and click Continue.
Select I need to create a WebAssign account, enter the requested information, and click Create My Account.

LOG IN
The institution code is Collin.
2. Type your Username, Institution code, and Password.
If you did not receive a password, click Forgot your password and create a password.
3. Click Log In.
4. If you are enrolled in more than one class, select a class from the My Classes menu.
Note: The first time you log in, change your password.

PURCHASE ACCESS
WebAssign gives you free access for two weeks after the start of class. To continue using WebAssign after that, either enter an access code or purchase access online.
Note: An Access Code included with some textbooks verifies that you have already purchased WebAssign access.
I have an access code
1. Confirm your code is valid on the Access Card Prefix Check page.
2. Log in to WebAssign.
3. Select enter an access code.
4. Select your access code prefix.
5. Enter your access code and click Continue.
I do not have an access code
1. Log in to WebAssign.
2. Select purchase access online and click Continue.
3. Select items, confirm any license agreements, and click Enter payment information.
4. In the PayPal page, provide your payment and contact information and click Continue.
5. Review your order and click Complete Purchase.
6. Close your receipt and start working in WebAssign.

Note: For payment problems, contact PayPal at paypal.com or 1-402-935-2050.

General Policies
It is your responsibility to:
• communicate with me using the discussion board (questions on course material) and by email (questions on private matters)
• login regularly in the course webpage to check for assigned work and latest class announcements
• read all the information associated with this course
• perform the expected tasks scheduled at your course web site
• read the Instructor’s syllabus and course orientation documents by the second day of the term.
• download all the homework and lab assignments at the beginning of the semester and, if desired, print hard copies.
Getting Help using the Discussion Board and Math Lab

- Online help is available by posting a question on the discussion board.
- You are also invited to answer questions posted by other students registered in the course.
- You can also go to the Math Labs at any of the three campuses.
- Call the Math Labs for operating hours.

Student Technical Support provided by Collin College
If you experience problems with CougarWeb, Canvas or connecting to College online services, please call Collin College’s 24/7 technical support at (972) 377-1777.

Student Technical Support provided by WebAssign
I am not able to help with technical problems that might occur on your personal computers during the semester. If you experience technical problems when using the course system please contact WebAssign Technical Support: https://webassign.com/support/student-support/ or 1-800-955-8275, option 1.

- If you need help to start with the course system, first check http://www.webassign.net/manual/WA_Student_Quick_Start.pdf
- When contacting tech support, always save your case number - provided during the phone call and emailed to you from WebAssign after any contact. I will not be able to follow up your case without an incident case number. Be sure to include the College (Collin), Course and the Professor’s name. Try to be very specific with the problem you are having.

Home page
Your current assignments are listed on the Home page for your class.
1. Click the assignment name.
2. Answer the assignment questions.
WebAssign supports many different question types. Some questions display a tools palette or open in a new window.
3. Submit your answers.
4. Review your marks and feedback. Usually you will see ✔ or ✗ for each answer.
5. Change your incorrect answers and submit again.
WebAssign has a specific format for the functions: sin2x, cos4x, tan5x, or in general any trigonometric function of a multiple of an angle. We normally do not write a parenthesis around “2x” or in the general case “cx”, but in Webassign we must since the system interprets sin2x of being “sin2” times “x”, which is a linear function versus the trigonometric function sin(2x).

Directions for Homework Assignments
After you finish reading the textbook/e-book for a section, work the homework assignments that are indicated in the course calendar. For example, in week # 1 you must complete the homework assignments for sections 7.1, 7.2 and 7.3. The due dates are given in the course calendar (separate document). You need to work out the problems on paper. On open ended questions you can enter an answer three times. On multiple choice problems the number of attempts depends on the number of answer choices as follows: 2 choices - one attempt; 3 choices - 2 attempts; 4 choices - 2 attempts; 5 choices - 3 attempts. You do not have to finish a homework set all at once. If you get stuck you can quit, watch a video again or review your e-book notes. You can then return and finish the homework set. The homework assignments are graded for credit. You need to complete them in order to get prepared for labs and exams. The homework assignments cannot be extended since the homework assignment solutions will be available and visible to the students immediately after the due date/time.

Directions for Labs
Plan to submit your solutions and enter your final answers before the lab is due (two days before the deadline) to avoid any last minute technical problems. Labs will be available the first day of each unit. The maximum score is 100 and the points allocated to each problem are listed in each lab. Labs may be taken anytime until 9:00 am on the due date. After you finish the indicated homework assignments for each lab (see below), work the lab problems.

<table>
<thead>
<tr>
<th>Lab 1</th>
<th>Sections 7.1 - 7.6</th>
<th>Lab 3</th>
<th>Sections 9.1 - 9.4, 11.1 - 11.5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lab 2</td>
<td>Sections 6.1 - 6.5, 8.1 - 8.3</td>
<td>Lab 4</td>
<td>Sections 11.8 - 11.1</td>
</tr>
</tbody>
</table>

On open ended questions you can enter an answer three times. On multiple choice problems the number of attempts depends on the number of answer choices as follows: 2 choices - one attempt; 3 choices - 2 attempts; 4 choices - 2 attempts; 5 choices - 3 attempts. Each problem has the section it belongs to so you can plan to solve it when you finish the particular section. Click the “Save Assignment Progress” button to save your work and final answers if you do not finish all questions in one session. This button is displayed at the end of the lab assignment.
After you are entered all the answers for all questions, click “Submit Assignment” button.

Directions to review Homework Assignments and Labs
You can review an assignment (homework, lab) any time after its deadline. The assignment key and solutions will be available and visible to the students immediately after the due date/time. Therefore, there are no extensions after the deadline time. To review past assignments: after the due date go to the “Past assignments” link and choose the link “View key” for any past assignment. All problem solutions will be released to you.

Directions for Exams
Exams 1, 2 and 3
- To prepare for exams 1-3: complete homework assignments, review lab assignments, and take the review for the corresponding unit.
- The course objectives are given in the Collin College Course Syllabus.
- The Resources section contains review problems for each exam; make sure you go over them before taking an exam.
- No formula cards or notes are allowed during any of the exams. For all exams, the memory of your graphing calculator will be cleared before and after the exam.
- The dates when exams will be available at the Testing Center are given in the Course Calendar.
- You must arrive at least three hours before closing and you are required to show your student ID.
- Contact the Spring Creek Testing Center (J-232) at (972) 881-5922 for days and hours.
- There are no extensions for exam taking periods.
- Collin College student identification cards are mandatory when using the Testing Center. Test forms will not be issued unless a valid Collin College student ID is presented; they do NOT accept driver’s licenses.

Final Exam
- To prepare for the final exam: review all lab and homework assignments, and use the provided reviews in Resources.
- The Final Exam, which is cumulative and comprehensive, must be taken at the Spring Creek Campus Testing Center.
- The dates when the Final Exam will be available are given in the Course Calendar.
- You must arrive at least three hours before closing and you are required to show your student ID.
- It is your responsibility to mark your calendar at the beginning of the semester with the corresponding dates for the Final Exam.

Testing Center at Spring Creek Campus
Room: J232 Phone: (972) 881-5922
The regular operating hours of the Testing Center at Spring Creek Campus are:
- Monday-Thursday 8 am - 9 pm Last test issued at 8 p.m.
- Friday 8 am - 3 pm Last test issued at 2 p.m.
- Saturday 8 am - 5 pm Last test issued at 4 p.m.
- Sunday Closed
Sometimes there are deviations from this schedule so you should contact the Testing Center for days and hours.

Course Navigation

After course registration, make sure you know how to navigate within the course.

Once you are logged into the course, use the menu bar at the top of the screen to navigate the site.
Home
A similar Home page appears when you enter the course.

My Assignments
Assignments are listed with due dates. You can choose current, past or all assignments.

When you choose “All Assignments”, the system displays the assignments with due dates and grades, if completed. If assignments are not completed a zero score will be shown.

Grades
All grades will be posted here. Students will receive posted grades for exams within one week from the assignment due date.
Please discard any exam grade reports given by WebAssign. By default the system displays “zero” grades until I manually enter the exam grades. I will announce when the exam grades are posted in WebAssign. You may calculate your course grade after each exam using the formulas provided in the corresponding class handout posted in Resources (WebAssign).
Communication (Discussion Board)
In the Communication section I have set up class forums where you can post questions. The Communication section (Discussion Board) is only for non-credit questions related to the course material. These questions can be examples worked in the textbook that are not fully understood, problems from any of the class handouts posted in Resources section, questions from the Review Units from WebAssign, questions from the textbook and the Personal Study Plan section that are not assigned for credit in WebAssign.

If the question is from a lab or a homework assignment for which credit is given toward the course grade, then the discussion board should NOT be used since
- the question is about personal work
- the deadline of the assignment might NOT have passed at the time the question is posted, and in this situation the solution and the correct answer to a problem cannot be given out to the entire class before the deadline.

To clarify questions about personal work from a credit assignment, students must contact the instructor by email.

Questions on grades need to be sent by email.

When posting a question, please make sure you have chosen the correct forum. There is a “Syllabus” forum for questions about the Instructor’s Syllabus. There is a forum for each Unit (see the specified dates in the Communication section for each Unit and also the Course Calendar). Any use of inappropriate language or disrespectful comments will not be tolerated.

Calendar
The calendar lists all assignments and due dates per month. Use the calendar to view due dates for homework assignments and labs.

My eBooks
The course material is organized in chapters and sections.
Open a textbook section to access: practice exercises, videos that explain concepts, simulations, and video clips.
A chapter (denoted by 7, 8, etc.) may have several sections (denoted by 7.1, 7.2, etc.). Each section may have several objectives/topics. The objectives may have concepts that relate to each other, therefore it is recommended to complete all the material for a section before attempting the homework exercises.

Note: It is really important to watch the videos and read through the assigned objectives and examples for each section before beginning the homework assignments.

Announcements
Every time you log onto the course site you should check the class Announcements. Choose Announcements tab to read all the announcements. This feature will be used as a way to communicate the upcoming events to the entire class.

Resources
All the class handouts are posted in the Resources section. Additional material, such as Review Exams and Handouts, Calculator Instructions, Additional review questions are in the Resources section. All documents are in PDF format. You will need Adobe Acrobat Reader to access them.

Lecture Videos by Chapter and Section
The lecture videos are organized by chapter and section. Go to “About this Class” section and choose the e-book. With the e-book opened, choose the “Media “ tab.
Notifications
In this section, you can ask to be notified as a reminder when assignments are due.

Personal Study Plan
The Personal Study Plan is a set of chapter quizzes, practice quizzes, and instructional materials that you can use to learn, practice, and test your knowledge at your own pace. Use the study plan as a review tool, or use it to help you assess your skills by following a personalized path through additional resources such as videos, practice problems, and passages from the text to help you build your foundation of knowledge.