**Course Orientation**  
**Math 1314, College Algebra, 2017 Summer**  
**Instructor: Prof. Antohe**

**Registration procedures**  
You need to register for the class at [www.pearsonmylab.com](http://www.pearsonmylab.com). All students must use the **CougarMail Student Email account** ("…@cougarmail.collin.edu") when registering on Pearson MyLab/Mastering’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**  
Registration information is at:  
[http://iws.collin.edu/vantohe/Courses/CollegeAlgOnline/Registration_1314onlineSum.pdf](http://iws.collin.edu/vantohe/Courses/CollegeAlgOnline/Registration_1314onlineSum.pdf)

**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

**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**  
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.

**Support for Students provided by Pearson**  
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 Pearson Tech Support:  
[http://www.pearsonmylabandmastering.com/northamerica/students/support/index.html](http://www.pearsonmylabandmastering.com/northamerica/students/support/index.html)  
- If you need help to start with the course system, first check [http://247pearsoned.custhelp.com](http://247pearsoned.custhelp.com) which includes various links for getting help.  
When contacting tech support, please always save your case number - provided during the phone call or chat and emailed to you from Pearsoned@mailnj.custhelp.com 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.

**Connection speed**  
The course management system requires an Internet connection with a minimum connection speed of 28.8 kbps (kilobits per second). If you are experiencing slow download times, you may need a faster connection.

**Browser settings: Cookies and JavaScript options**  
The course management system uses cookies and JavaScript technology. Both of these features must be turned on in your browser, and are usually turned on by default. For instructions on how to view or change these browser options, see your browser Help.

**Course Navigation**  
After course registration, make sure you go through all the Navigation Panel buttons on the left of your screen. The buttons are:  

- **Course Home**  
The Course Home page appears when you enter the course. It contains **Announcements** and, at the top, displays the current week with any assignments that are due. **It is mandatory to check the online course daily for updates to stay informed.**
1) Your first step is to run the **Browser Check** after you registered in the course at the Pearson site. The browser check walks you through installing the plug-ins and players you need to access the multimedia content in your course.

2) The **How to Enter Answers** tour provides additional guidance on working in the exercise window.

**Very Important!** - Every time you log onto the course site you should read the class **Announcements**. Choose **All Announcements** link. This feature will be used to communicate the upcoming events to the entire class.

### Integrated Reviews and Prerequisite Material

Use this button to access the Integrated Reviews and Prerequisite Material. Upon clicking the button, the Integrated Reviews are shown under the Chapters name; they are only available for Chapters 3, 4, and 5. The reviews consist of videos and worksheets.

When you choose a particular section, the following buttons can be found:

- **Read and Interact** - links to the eText for each section.
- **Reading Assessments** - the reading assessments are optional and are not graded for credit.
- **Assigned Homework** - this button links to Reading Assessments. To complete the homework (for credit) choose the **HW, LABS, Quizzes and Exams** button.

In addition, certain sections include reviews (videos and worksheets) of their prerequisite material.

#### Course Home

- **Integrated Reviews and Prerequisite Material**
- **Chapter 3**
  - Integrated Review
  - Section 3.1
  - Section 3.2

**Prerequisite Review Material for Section 4.1:**

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**Read e-Text**

**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.

For each section you will find **“Things to know”**, **“Objectives”** and the corresponding material by objective. Links to **videos** are next to definitions and examples. For more practice see **“You Try It”** buttons. Each section ends with practice exercises. Common errors are discussed.

A **chapter** (denoted by 1, 2, 3, etc.) may have several **sections** (for example: Chapter 3 sections are denoted by 3.1, 3.2, 3.3, etc.). The objectives may have concepts that relate to each other, therefore it is recommended to complete all the material for each of the objectives making a section before attempting the homework exercises. Note that in some sections we cover only certain objectives.
HW, LABS, Quizzes and Exams

Important: To be able to review any assignments (labs, quizzes, etc.) you have to open and submit them before their deadline. It is your responsibility to open and submit all the course assignments.

By accessing the button named “HW, LABS, Quizzes and Exams” you can find the following class documents:

- Homework assignments for each section (not for credit)
- Lab assignments (for credit)
- Quizzes (for credit)
- Practice Exam 1-3 and Practice Final (for practice only, not for credit).
- Review Units 1-4 (for practice only, not for credit)
- Exams 1-3 and Final Exam (for credit, password protected, password will be entered by the Testing center staff at one of the Collin College Testing centers)

All practice exams are also posted in the “Course Tools/Document Sharing” section of the Pearson course in PDF format.

Review Units 1-4
You may take the “Review Unit 1” test (there is no limit to the number of times you can take it) when you finished the material for Unit 1. Choose “HW, LABS, Quizzes, Exams” button from the navigation panel. This review test is provided here as a study aid and as an additional source of practice problems. For best results, the student should study these problems in addition to the e-book examples, homework assignment problems. The student should in no way assume that future exams will be just like the review tests. Do not use these review tests as a substitute for thorough and comprehensive studying.

For each review question all the learning/review aids are available: Help Me Solve This, View an Example, Video, Textbook to help you reviewing the course material. Some questions might not offer all these options (e.g. “Video”) because they might not be available from MyMathLab.

The practice exams and review units are provided as supplementary materials and are not graded for credit.

Homework: After you finish reading the e-Text for a section, work the assigned homework questions for all objectives in that section that are indicated in the Course Calendar. There are no due dates for homework assignments so students can practice questions and similar problems anytime during the semester.

For each assigned homework question a series of links will be given to help you with the problems. These links, depending of each question, can be accessed through the following buttons: “Help Me Solve This”, “View an Example”, “Textbook”, “Animation”, and “Video”. You need to work out the problems on paper. You can work each question three times. You do not have to finish a homework set all at once. If you get stuck you can quit, watch a video again, review your e-Text notes, post a question in the appropriate discussion group (forum). You can then return and finish the homework set. The homework questions are not graded for credit. You need to complete them in order to get prepared for quizzes, labs and exams.

Labs: Labs will be available the first day of each unit. The maximum score is 100 and all the questions have the same weight. Labs may be taken anytime until 9:00 am on the due date. All labs are set under the “homework” category and you can use the same buttons to get help. After you finish the indicated homework for each lab (see below), work the lab problems.

| Lab 1 | Sections 3.1 - 3.6 | Lab 3 | Sections 5.1 - 5.5 | Lab 2 | Sections 4.1 - 4.6 | Lab 4 | Section 7.1 - 7.3, 9.1 - 9.3 |

To start Lab 1 go to “HW, LABS, Quizzes & Exams” and choose the “Homework” or “Show All” tab. The course system allows you to complete the lab problems in various sittings/days by the due date/time. During one session, to save your answer for a particular problem you need to click the “Next Question” button. You may return and open the same lab at a later time. You should see your saved answers. After you entered all the answers make sure you click the “Save” button.

To work on assignments you are given three options: “All Assignments”, “Homework”, and “Quizzes and Tests”.

Three attempts to enter an answer for each of the open-ended lab questions are allowed. If you do not get the correct answer in your first attempt, you should rework the lab question and enter a second/third answer. **You do not have to complete the lab in one session.** Click the “Save” button to save your work and final answers if you do not finish all questions in one session.
Quizzes

- Weekly quizzes will be given online. If you are not able to complete the quiz in one sitting do not submit the quiz; just close the tab in your web browser and you will be able to restart that attempt at a later time. If you submit the quiz it will count as one of the three allowed attempts. The quizzes may be taken anytime until 9:00 am of the due date. Each quiz can be taken three times. The highest grade is automatically recorded in the gradebook. These assignments are not timed. The maximum score is 100 and all the questions have the same weight within a quiz.
- Due dates are included in the Course Calendar. There will be no extension time for any assignments. It is strongly recommended you to complete these assignments at least a day before the due date. The highest grade is recorded in the class grade book.
- When you are ready to take a quiz go to HW, LABS, Quizzes and Exams button and choose the appropriate quiz. You must read the quiz directions in the Are you ready to start window before starting a quiz.
- The quiz questions will be similar to the homework questions except no hints or solutions will be available. It is important that you check if your solutions are saved correctly before clicking on “Submit” button. If you take a quiz after the due date, the system is set up to enter a zero grade.
- After the quiz is taken, it is recommended to go back in Pearson/MyMathlab and check the solution(s) for the question(s) you missed. I will also provide feedback in the form of announcements and full solutions on most missed questions in the Course Tools/Document Sharing section of the Pearson course.
- Do not take quizzes in the last minute! It is possible to have technical problems or take longer than you planned with the assignments and thus submit the quiz after the deadline. Make sure you submit your quiz by choosing “Submit” button and check if your grade is displayed after submission. If you cannot see the quiz grade you may have not submitted the quiz. It is the student’s responsibility to verify the quiz submission.

Exams

There are different resources that one should use when preparing for an exam.

- To prepare for exams 1-3: complete homework assignments, review quizzes, the lab assignment, and take the review/practice exam for the corresponding unit.
- The course objectives are given in the Collin College Course Syllabus.
- The course sections are given in the Course Calendar and in Canvas.
- The dates when exams will be available at the Testing Centers (SCC-Plano, or PRC-Frisco, or CPC-McKinney) are given in the Course Calendar.
- No formula cards or notes are allowed during any of the exams.
- You must arrive at least two hours before closing and you are required to show your student ID. If the testing center is busy, you may have to wait in the hall first.
- 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.

The regular operating hours of the Testing Centers at Collin College are:

<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
<th>Last test issued</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday-Thursday</td>
<td>8 am - 9 pm</td>
<td>8 p.m.</td>
</tr>
<tr>
<td>Friday</td>
<td>8 am - 3 pm</td>
<td>2 p.m.</td>
</tr>
<tr>
<td>Saturday</td>
<td>8 am - 5 pm</td>
<td>4 p.m.</td>
</tr>
<tr>
<td>Sunday</td>
<td>Closed</td>
<td></td>
</tr>
</tbody>
</table>

Sometimes there are deviations from this schedule. Contact each Testing Center for days and hours.

Locations

<table>
<thead>
<tr>
<th>Campus</th>
<th>Room</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring Creek</td>
<td>J232</td>
<td>(972) 881-5922</td>
</tr>
<tr>
<td>Preston Ridge</td>
<td>F209</td>
<td>(972) 377-1523</td>
</tr>
<tr>
<td>Central Park</td>
<td>A109</td>
<td>(972) 548-6849</td>
</tr>
</tbody>
</table>

Final Exam

- The final exam, which is cumulative and comprehensive.
- The testing window when the final exam is available at the Testing Centers (SCC-Plano, or PRC-Frisco, or CPC-McKinney) is given in the Course Calendar.
- Note: The final exam might be multiple choice and it might not be given online.
- No formula card or notes are allowed during the final exam.
- The dates when the final exam will be available are given in the Course Calendar.
- It is your responsibility to mark your calendar at the beginning of the term with the corresponding dates for the final exam.
• You must arrive at least three hours before closing and you are required to show your student ID.
• The testing window for the final exam is four days out of which one is a Saturday.
• To prepare for the final exam: review all quizzes, lab assignments, and retake the review unit 1-4.

**Important Note for all Exams**

While taking an exam do not attempt to access any other parts of the online course because you will be forced out of the test taking.

**Study Plan**

Study Plan is a great feature of this course system. It provides help with all the exercises of this course. If you finished practicing the exercises given in the homework assignments, you can continue your practice using the Study Plan. It is also provided to determine what you need to study. To display click the link: “View all chapters”.

**Gradebook (Viewing your Grades)**

The document called “1314 online Grade Calculation” is posted in the “Course Tools/ Document Sharing” section of the Pearson course. Use these formulas to calculate your current course grade as indicated.

For exams that are not taken online: their grades are posted within three days of the exam due date.

To review your work and view your results you are given three options: “Past 2 weeks”, “Past month”, and “Entire course to date”. Choose the last option as shown below.

For homework, quizzes, and labs taken online you can review them any time after submission. To list all of them from the beginning of the semester choose “Entire course to date”.

For exams taken online, you can review them any time after due date. In case of technical difficulties with personal computers, you may review your exams using computers in Math Labs at Collin College.

Another option to view your grades for all assignments taken online is by clicking the HW, LABS, Quizzes and Exams button. In the new page that opens, the Gradebook Score column will give you a grade as number of points out of 100.

**Supplemental material:** For week no. 2 (see Course calendar) you need to finish the material from section 4.6, objectives 1-4 and 6 along with some supplemental material. You must download the supplemental material indicated in the Course Calendar. The supplemental material is provided in the “Course Tools/Document Sharing” section of the Pearson course.

**ROWOPS program:** There is a calculator program called ROWOPS that is available in any of the Math Labs. The program is allowed on Final Exam. It is not necessary, but helpful for Unit 4 to solve systems of linear equations using Gauss-Jordan elimination. I recommend practicing and learning Gauss-Jordan elimination method without a calculator. After sufficient practice, you may consider using the ROWOPS program.

If you would like to download ROWOPS program on your calculator, you need to take your calculator to one of the Math Labs and ask at the front desk for this program. Click the “Course Tools/Document Sharing” button in the Navigation Panel of the course to see “Help- Rowops TI83 series or TI86 series” documents.

**Tools for Success**

This section contains a Review section and Graphing Calculator Help.

**Multimedia Library**

To view the multimedia resources available for your e-Text.

**Purchase Options**

To view the purchase options available for your e-Text.

**Temporary Access**

If you cannot purchase your own student access code for course registration on the first day of classes, be advised that you can register with temporary access in order to start working on your assignments. Once the temporary access expires, you will need to enter a valid student access code in order to continue with the course. It is the student responsibility to keep track when the temporary access expires. There are no extensions for any deadlines!!
Discussion Board
On the Discussion Board I set up forums where you can post questions. The discussion board is only for non-credit questions related to the course material. These questions can be examples worked in the ebook that are not fully understood, problems from any of the class handouts posted in Document sharing section, questions from the Review Units, questions from the ebook and the Study Plan section that are not assigned for credit in MyMathLab.
If the question is from a lab or a quiz 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 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 are choosing 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 Discussion board for each Unit and also the Class Calendar). Any use of inappropriate language or disrespectful comments will not be tolerated.

Course Tools/Document Sharing
Additional material is posted here. All documents are in PDF format. You will need Adobe Acrobat Reader to access them.