

Hello and welcome to MA 153Y: Algebra and Trigonometry via distance education! I emailed each of you with another welcome letter last week introducing myself. Please let me know if you didn't receive that. I did want you to reply back to me with an emergency contact phone number, so please do that if you have not yet done so. If you replied to me already, thank you!

There is going to be a lot of information in this email, so please read everything very carefully and print for future reference.

Because our course is equivalent to MA 153: Algebra and Trigonometry at Purdue University, we have to follow the same expectations and standards as the Math Department has set. This includes: following the same Course Guidelines (only modifying them to adapt to using the computer as our main source of interaction), doing the same Assignments (Homework problems), taking Quizzes, and taking the same Exams. We would expect a campus student to spend about three hours per day (including class time, homework time, and study time) to be successful in the course. If you do not have that kind of time to spend on the course, an online course may not be the best option to be successful. If I haven't scared you away yet, please read further.

Our course will be run on Purdue's Blackboard Open Campus. If possible, you need to check this site everyday or at least every other day for updates, announcements and/or email. Because we don't meet as a class, the only way I will be able to contact you is through this website or via email. You should have already received instructions to register for open campus (it is NOT done automatically, you need to self register).

Once you are registered on Web CT open campus for MA 153Y and have gone to the home page for our course, you will see the following options:

- Welcome message
- Assignments
- Ground Rules
- Schedule, Video Lesson, Lesson Outlines
- Cengage Now instructions to register
- Cengage Online HW link
- Textbook Even HW answers
- Question and Answer
- Weekly Online HW hints
- Old Exam Link

I will explain each one below:

**(1) Welcome Message:** This is the same information as my first e-mail message and has some basic information about things that should have been done prior to classes starting.

**(2) Assignments:** This is the official assignment sheet for the course. You will see some lessons are bolded and some are not. You will watch lessons 1 and 2 on video and do the homework problems on the assignment sheet from the textbook. The even answers to these problems are posted under the link “Textbook Even HW answers”. The odd answers are in the back of the textbook. These two lessons will not be collected or graded but there will be a quiz over these two lessons on the online HW system (explained below). All of the bolded lessons will have the homework problems done on the online HW system. You will watch the video first and then go online to do the HW corresponding to each lesson. You only will do the problems online for these lessons (not the corresponding problems from the text unless you want the extra practice. So, for example, on lesson 3, your first online HW problem will be exactly like #3 on page 39 with different numbers. Each student will have a different version on their online HW but they will all be very similar to #3 on page 39. Therefore, for HW questions, I will always do the corresponding problem from the textbook instead of the student’s individual online problem. You should be able to transfer the solution to your problem. When you watch each video, I spend the first part of class answering HW questions so on lesson 4 video, I will answer some questions from lesson 3 homework. You should watch these first and then post questions on additional problems that you have. Again, I will post solutions for the corresponding problem from the textbook since each student has a different version.

**(3) Ground Rules:** Gives overall information about the course and how final grades are computed. Please read this information and ask questions about it if you have any.

**(4) Schedule, Video Lessons, Lesson Outlines:** This is the link you will use to access the videos and lesson outlines. You will need Real Media Player installed on your computer to be able to watch the lessons. You will also need Adobe Acrobat installed to download the outlines (among other things). Be sure to have these ready to go before classes begin. This schedule will keep you on track and should be done each day. You should print off the outline before watching the video. The outline gives a skeleton of the lesson and you will fill in what you need to from watching the videos.

**(5) Thomson Online HW link:** This will link you to the online HW system login page. If you have trouble logging in from this link, log out of Blackboard open campus and use the following URL: [www.ilrn.com](http://www.ilrn.com) to log in. You should already be registered for the system, but if not, there are registration instructions posted on Blackboard.

In general, you will do both HW and quizzes from this system (with some exceptions).

**Homework:** You have unlimited number of attempts per question and per assignment until it is due. Once the due date/time passes, you can no longer access the assignment, nor will there be an extension for any reason. Once you submit an assignment, you can view the correct answer for each question by clicking on “view details”. If you then retake that assignment, you will get a different version of the question to complete. The questions you get correct will stay correct and you only redo those that you did not get correct an unlimited number of times (until it is due). In general, Monday and Tuesday’s lesson are due Wednesday night by 11:55 pm (you must be out of the assignment and logged off by the cut off time). Wednesday, Thursday, and Friday’s lessons are due Sunday night (all by 11:55 pm). All of the week’s lessons are available Monday morning very early so you should be working ahead. If you wait until the night they are due and then have computer problems, you will be out of luck because they are available all week. Computer glitches will not be a valid excuse to not doing the HW by the due date and time. Each HW is worth 10 points on the screen but at the end of the semester, all the HW is worth 75 points total. Therefore, in reality, each HW is not worth a tremendous amount of points, but the practice for exams is invaluable. You will pay the point price on exams if you do not keep up with the homework. I will automatically excuse the four lowest HW scores to allow flexibility with computer problems.

Internet Explorer is generally not a recommended browser to use with Cengage Now. Mozilla is the recommended browser. When you log in and the system does a computer check, be sure that the Java test passes. If it does not pass, follow the steps to have the most current version of Java installed on your computer or else you will run into issues with some of the homework problems. If pop-ups are blocked, that is not a big deal for the assignments. You can enter Cengage Now anyway. We have used this system for several years now so all of the problems have been checked. If the computer tells you that your answer is not correct, your answer is not correct. Use the hints and suggestions as well as HW questions to help you do the assignments. It is really the best way to learn the material.

Lessons 1 and 2 are done on paper and pencil from the textbook and not collected (but quizzed over).

Lessons 3-21, 25-28, and 30-35 are done online and graded electronically.

Lessons 22-24, 29, and 36-40 are done on paper and pencil from the textbook. Even answers to textbook problems are posted on Blackboard page.

**Quizzes:** You will have periodic quizzes on the online system throughout the semester. All quizzes will be due according to the schedule posted with the lessons at 11:55 pm and will become available as soon as the previous quiz is due. The quizzes will all be multiple choice format. You will have only ONE attempt per question and one attempt per quiz (much different than the homework). The first quiz covers lessons 1 and 2 and is due Wednesday, June 11 by 11:55 pm. I cannot answer questions over quiz questions until they are past due. Each quiz on the screen is worth 10 points but again, all quizzes will be scaled down to 25 points at the end of the semester. In reality, each quiz will be worth only a couple of points but are good practice for multiple choice exams. I will

automatically excuse one quiz at the end of the semester and no others will be excused for any reason. There are quizzes given on the videos as well, but these can be used as practice problems with the solution being given on the next video.

**(6) Textbook Even HW Answers:** The even answers to those problems from the textbook (for the assignments that you will do manually). Lessons 1, 2, 22, 23, 24, and 36-40 will be done manually from the text book. The even and odd answers will help you judge if you are doing the problems correctly. The odds are in the back of the textbook.

**(7) Question and Answer:** This is where you will post math questions and I will answer them. I will check for questions often and post as soon as possible solutions. It is much better to post questions on Blackboard versus e-mail so others can benefit from solutions given. If you have questions unrelated to the mathematics, e-mail or voice mail is the best way to ask.

**(8) Weekly Online HW hints:** These are online homework hints and suggestions to the problems given online. Most of the hints are math hints but there are also some inputting suggestions, etc.

**(9) Old Exam Link:** Gives you old exams that you can practice from. The coverage for exams is always a little different. The old exams give excellent practice and the answers are also available from the same link.

Whew. One more piece of information before I wrap this up. The assignment sheet lists the exam dates. There exists a proctor form that must be filled out and approved by the continuing education office. Please find your proctor prior to the start of the semester so I will get his/her information to send exams out on time.

Please contact me with further questions.