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WELCOME!
Greetings Wildcats!

Welcome to the Math 100AX course. The goal of this course is to prepare you for your university math placement test on ALEKS. The placement test will assess your prerequisite mathematics knowledge for placement into a UA math course at or below the Calculus I (Math 124/125) level, as well as courses in other areas (ENGR, MCB, LING, PHYS, CHEM).

The class will be held online through a platform called Elluminate on Monday-Wednesday-Friday or Tuesday-Thursday depending on your schedule. ALEKS will be your main work station throughout the course. In addition to these technologies, you will be guided by a professional instructional team similar to a real traditional classroom.

This Student Handbook will serve as a reference guide and will help you to prepare and be successful in the class.

OVERVIEW OF THE COURSE

What is Math100AX? What is the purpose of the class?

The main purpose of this course is to serve as a preparation for MATH 100B. Work in the course is primarily self-directed, with mandatory weekly interaction with the instructional team. Content may include the following topics: selected topics in beginning algebra, linear, quadratic, polynomial, rational, and absolute value equations and inequalities, algebraic expressions, graphing techniques, factoring techniques, exponents and logarithms. By the end of the sequence of courses MATH 100A-100B, students will have mastered the same course content as in MATH 100; therefore, students may earn credit for either MATH 100 or the MATH 100A-100B sequence, but not both. This course cannot be used to satisfy the foundations math requirement for any degree program.

Math100AX and Math100B are two-units courses. In addition to class time, students will also attend SAS-Math100AX which is a Math Success Strategies course.
ONLINE CLASSROOM
INTRODUCTION TO ELLUMINATE LIVE!

As we introduced above, your class will be held in an online environment called Elluminate. Even though this is an online classroom, our philosophy is student-oriented and we have developed our program to transfer as much as the traditional classroom elements into this online environment to provide you with the best learning environment. So we also ask you to put out your best effort to engage in the learning process and get the most out of this class.

The highlights of Elluminate classroom are flexible accessibility, whiteboard visibility, better visual presentation, personalized teaching method. With Elluminate, you can join your session anywhere with internet access and the required equipment. In Elluminate environment, you will never have that you can join the session anywhere with internet access and the required equipments. Writing on the board, see you as you work on ALEKS, more pictures in Elluminate to help student follow it better, colors on the whiteboard, hit a button and write on the whiteboard... accommodate students learning style, to meet student need.
CLASS EXPECTATIONS

To prepare you to get in your desired math class, our class has established some general expectations to help you achieve that goal.

1. Have Elluminate visible on your screen at all times during class.
2. This virtual classroom is designed to give you all the interactions you would have in the traditional classroom. We expect you to participate and engage in the learning environment and be active with your learning progress.
3. Pay attention to your instructional team and their announcements. Actively listen to the announcements and write the important information down.
4. We work really hard to touch base with each of you every week. During that time, we expect you to bring up questions about topics you struggle with when you do your homework. We are here to help you.
5. During your Elluminate class time, works on ALEKS and follow your UTA’s instructions. Do not have other websites up.
6. Master the technology and use it effectively. Know how to use your whiteboards in Elluminate, know how to use ALEKS, D2L, etc. Ask your UTAs if you have any questions. This is new stuff!
7. ASK QUESTIONS! Our highest expectation for you is to be proactive and ask us a lot of questions about math.
ON-LINE CLASSROOM PROCEDURE

Before class
- Sign in D2L 5 to 10 minutes before class starts to get your computer ready
- Open Elluminate in D2L/online rooms

Start class
- Read welcome back message from your Math 100 instructional team
- Answer question of the day. Get to know your UTAs and your classmates
- Question time: Briefly type any quick questions you have in the chat box
- Agenda: your lead UTA will announce homework due date, midterm, final, or other class logistics. Make sure you take notes and put the important date in your calendar
- You will be assigned your own breakout room

During class
- In your own breakout room, start working on ALEKS and turn on SCREENSHARING all the time
- Your support UTA will come to your breakout room and check on your ALEKS progress
- During your interaction time with your support UTA, take this opportunity to ask questions, to talk through any topics that you are unsure about.
- Also, you are expected to go through one math topic with your support UTA and this will count toward your participation points.
- Use the tools you have on Elluminate to communicate with your UTA: write on the whiteboard, use different colors, copy and paste, emoticons... make the session real for you!

End class (2-5 minutes before class ends)
- Lead UTA will bring the whole class to the main room 2-5 minutes before class ends
- Good time for last minute reminders: homework, office hour, exam sign-up etc.
EQUIPMENT & TECHNOLOGY
## EQUIPMENT/TECHNOLOGY CHECKLIST

<table>
<thead>
<tr>
<th>Equipment</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Computer (Laptop or desktop)</td>
<td></td>
</tr>
<tr>
<td>Headset with microphone</td>
<td></td>
</tr>
<tr>
<td>Writing tablet</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Website</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>D2L</td>
<td></td>
</tr>
<tr>
<td>ALEKS</td>
<td></td>
</tr>
<tr>
<td>Elluminate</td>
<td></td>
</tr>
<tr>
<td>Math100 Website</td>
<td></td>
</tr>
</tbody>
</table>

### Survival Skills checklist

<table>
<thead>
<tr>
<th>Elluminate</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Sign in from D2L/Online rooms</td>
<td></td>
</tr>
<tr>
<td>Chat</td>
<td>Send to different participants</td>
</tr>
<tr>
<td>Audio</td>
<td>Setup wizard</td>
</tr>
<tr>
<td>Whiteboard</td>
<td>Select different input/output</td>
</tr>
<tr>
<td></td>
<td>Write using pen</td>
</tr>
<tr>
<td></td>
<td>Highlight</td>
</tr>
<tr>
<td></td>
<td>Erase</td>
</tr>
<tr>
<td></td>
<td>Organize workspace</td>
</tr>
<tr>
<td></td>
<td>Screenshot of the problem</td>
</tr>
<tr>
<td>Poll</td>
<td></td>
</tr>
<tr>
<td>Raise Hand</td>
<td></td>
</tr>
<tr>
<td>Symbols</td>
<td>Privileges (whiteboard, pen, audio)</td>
</tr>
<tr>
<td></td>
<td>Chat bubble</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ALEKS</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Read the pie</td>
<td></td>
</tr>
<tr>
<td>Review button</td>
<td></td>
</tr>
<tr>
<td>Percent Report</td>
<td>What does each color mean?</td>
</tr>
<tr>
<td></td>
<td>What does the number mean?</td>
</tr>
<tr>
<td>Time Report</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>D2L</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Check grade</td>
<td></td>
</tr>
<tr>
<td>Homework assignments and due date</td>
<td>Know how many hours you are expected to finish your homework</td>
</tr>
<tr>
<td></td>
<td>Know how many topics you need to complete for the assigned percentage</td>
</tr>
<tr>
<td>Contents</td>
<td></td>
</tr>
<tr>
<td>Dropbox</td>
<td>Submit assignment</td>
</tr>
</tbody>
</table>
HEADSET AND WRITING TABLET

For the Math 100 class you will need a functioning headset that not only allows you to hear the announcements everyday as well as UTAs who are trying to talk to you, but also allows you to communicate through microphone as well. Listed below is the recommended headset for this class. The recommended headset will be available at the UA bookstore, however, if you want to save a little bit of money and have the time to wait for it to be shipped, it is to your benefit to shop around online for a cheaper headset. As a student, you are eligible for a free year of the Amazon Prime membership, which offers free two day shipping as well as many other benefits. There are other tech websites that offer this headset at a discounted cost as well.

- Plantronics Audio 655 DSP headset
- Recommended headset for Math 100 classes
- Available at the UA bookstore and online retailers
- Price:

For this class you will also need some sort of electronic writing tablet. This will allow you to write on your whiteboard in Elluminate and is essential for working on problems with UTAs. Listed below is the recommended writing tablet. Just like the headset, if you have the time, it is to your benefit to shop around for the best price if you don’t want to pay for the bookstore markup.

- VisTablet PenPad
- Available at UA bookstore and at online retailers
- Recommended for Math 100 classes
- Amazon price:
HOW TO USE ELLUMINATE

Audio Setup
Tools › Audio › Audio Setup Wizard

Audio Setup Wizard

Select Audio Output Device
Select the device (e.g., a microphone) that will supply the audio to be sent to others. If it is an unplugged USB device, plug it in, wait a few seconds for the system to recognize it, then click the Refresh button to add the device to the selection list.

Refresh

OK Cancel

Audio Setup Wizard

Select Audio Input Device
Select the device (e.g., a microphone) that will supply the audio to be sent to others. If it is an unplugged USB device, plug it in, wait a few seconds for the system to recognize it, then click the Refresh button to add the device to the selection list.

Refresh

OK Cancel
Using Microphone
- Click icon to use microphone (will light up)

Raise Hand (Asking for help)
- Use during class anytime you need assistance

Away Button
- Use when you will be away from the keyboard

Polling
- Select a polling option when made available
Screen Share

Tools ›› Application Sharing ›› Share Entire Desktop

- Screen share is active when the monitor icon is outlined in yellow as shown below

- Click on the button (shown below) outlined in red to stop the screen share
Chat Box

- Use the drop down menu to select message recipient

Whiteboard

- Click on an icon to use the whiteboard
- **Do not** use the eraser icon unless you need to erase all your work on the whiteboard
- Use the pointer which is already selected below to create a box to select portions of the whiteboard and press backspace on the keyboard to erase

- The following menu will appear after you click on the screenshot icon
Click Capture and you will see a transparent box which can be adjusted in size.

Resize the box and place on the desired part which you want to screen capture.

Click Snap and the image will appear on the whiteboard.

**Synthetic division**

Use synthetic division to find the quotient $Q(x)$ and remainder $R$ when $P(x) = x^4 - 5x^3 + 3x - 7$ is divided by $x - 5$. Specifically, complete the synthetic division table below, and write your answer in the form $Q(x) + \frac{R}{x - 5}$.

- Click Snap and the image will appear on the whiteboard.
Troubleshooting in Elluminate

Below are some of the most common issues that students have had with Elluminate, as well as the appropriate “fix” for each.

I do not have a link to the Elluminate session (or I have only an inactive link) from D2L’s Online Rooms.

This often happens if a student adds the class late. You need to be added to the participant list. Email math100@math.arizona.edu immediately to ask to be added to the online room. Please be explicit in describing which section you are in, and what the scheduled time of your section is.

I have an active link to the Elluminate session in D2L’s Online Rooms, but when I click it, nothing happens.

You must allow pop-ups for your browser, at least from the D2L site. Even if you think that you have all pop-ups enabled, double check! For the main browsers, do the following:

- **Mozilla Firefox**: Go to Tools from the browser menu, the Content tab, then add d2l.arizona.edu as an exception to the pop-up blocker.
- **Microsoft Explorer**: Go to Tools from the browser menu, select Pop-up Blocker Settings from the side menu of Pop-up Blocker, then allow d2l.arizona.edu
- **Safari**:

I received the error message, “Elluminate Live! has encountered an exception” (shown below).

In most cases, particularly for PCs, clearing your browser’s cache or recent history is sufficient to fix the problem. Simply go to Tools (Firefox) or Safety (Explorer) to clear/delete recent browsing history. For Macs it is sometimes necessary to clear the JAVA cache as well. You can find the instructions for how to do this below, but you may wish to bookmark the following website as well to have it easily at hand: [http://www.nau.edu/d-elearn/support/tutorials/java/mac/cache.php](http://www.nau.edu/d-elearn/support/tutorials/java/mac/cache.php)
To empty the cache:
- Open Finder.
- Go to Applications.
- Find the Utilities folder.
- Find the Java folder and go to J2SE folder, where you will find **Java Preferences**. Open this file.

The Java Preferences window will open. Select **Delete Files** under the General tab.
The Delete Temporary Files window will open. Make sure all boxes are checked. Select **OK**.

The Java cache has now been cleared.
HOW TO USE ALEKS

My Pie
clicking the My Pie button in the tab menu will bring you to your personalized pie charts. Here, you will have the freedom to choose which slice of topics that you would like to work on. At first, each slice will contain topics that you have not learned yet. As you progress through the course, you will be able to complete whole slices of the pie by completing all of the topics in that slice.
Review

clicking the Review button in the tab menu will bring you to all of your completed topics in case you want to go back and study them.
Report
Clicking the Report button in the tab menu will bring you to a representation of your pie chart and topics that you have already completed. If you scroll to the bottom of the page, you are also able to see your percent progress in this course.

Beginning Algebra
Math 100 — New Start 061-662 (@Math100)

![Pie Report]

06/22/2011 Learning

Total time spent on ALEKS (as of 06/22/2011): 19 hours 35 minutes (6 minutes from college)
Total time spent in this course (as of 06/22/2011): 2 hours 53 minutes (0 minutes from college)

Course Matter:
- Complex Numbers and Quadratic Equations (40 of 63)
- Arithmetic Readiness (40 of 63)
- Real Numbers and Variables (17 of 32)
- Linear Equations and Inequalities (15 of 43)
- Functions, Lines, and Systems of Equations (3 of 49)
- Integer Exponents and Polynomials (4 of 51)
- Rational Expressions and Proportions (3 of 40)
- Radicals and Rational Expressions (9 of 28)

What you can do
- Arithmetic Readiness
  - Whole Numbers
    - Order of operations
    - Problem type 2
    - Prime factorization
This is a representation of what progress will look like in your ALEKS. The blue bar represents the percentage that you got every time that you have taken assessment. The green bar added on to the blue bar represents how far you have worked in ALEKS since your last assessment. This is what your homework every night will be based off of so it is important that you pay attention to your progress in this course. You are also able to see the amount of time you have spent in ALEKS each day you are logged in, as well as your number of topics attempted and number of topics mastered by clicking the Time and Topic tab.
### Report for

**Beginning Algebra**  
**Math 100 – New Start 061-062 (@Math100)**

<table>
<thead>
<tr>
<th>Date</th>
<th>Time Spent in ALEKS (min)</th>
<th>Topics Attempted</th>
<th>Topics Mastered</th>
</tr>
</thead>
<tbody>
<tr>
<td>6/22/11</td>
<td>3 hours 51 minutes</td>
<td>0 topics</td>
<td>6 topics</td>
</tr>
<tr>
<td>6/21/11</td>
<td>3 hours 16 minutes</td>
<td>2 topics</td>
<td>2 topics</td>
</tr>
<tr>
<td>6/20/11</td>
<td>4 hours 11 minutes</td>
<td>0 topics</td>
<td>6 topics</td>
</tr>
<tr>
<td>6/19/11</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>6/18/11</td>
<td>10 minutes</td>
<td>1 topic</td>
<td>0</td>
</tr>
<tr>
<td>6/17/11</td>
<td>3 hours 39 minutes</td>
<td>0 topics</td>
<td>0 topics</td>
</tr>
<tr>
<td>6/16/11</td>
<td>1 hour 56 minutes</td>
<td>4 topics</td>
<td>0</td>
</tr>
<tr>
<td>6/15/11</td>
<td>1 hour 52 minutes</td>
<td>2 topics</td>
<td>1 topic</td>
</tr>
<tr>
<td>6/14/11</td>
<td>43 minutes</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>6/13/11</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>6/12/11</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>6/11/11</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>6/10/11</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>6/09/11</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>6/08/11</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total for this period</strong></td>
<td><strong>19 hours 39 minutes</strong></td>
<td><strong>35 topics</strong></td>
<td><strong>23 topics</strong></td>
</tr>
</tbody>
</table>

*Note: Time does not include time spent in Quiz/Tables. See Quiz/Tables report for this information.*
**ALEKS Worksheet**

if you ever feel that you need extra practice, you can click the worksheet button at the top of the screen and ALEKS will generate a worksheet with random problems from topics that you have already mastered for more practice.

**ALEKS Worksheet**

Click [here](#) to get an ALEKS Worksheet.

If the worksheet does not come up, you can click [here](#).

Previous ALEKS worksheets:

**Worksheet #2** (06/22/2011 11:23 AM MDT)

(You’ll need [Adobe Acrobat Reader](#). For your free copy, click [here](#))

**Troubleshooting in ALEKS**

- If ALEKS does not display the question correctly (ie does not provide an answer box), refresh the page and/or logout, and then sign back in.
- If ALEKS says that an answer is incorrect, yet gives that answer in the explain section, refresh the page and/or logout, and then sign back in.
- If all else fails, restart the browser.
D2L: THINGS TO KNOW

Announcements
- Click on Course Home tab to view announcements
- Announcements (shown below) will be added throughout the semester

Welcome to Math 100!

You are enrolled in Math 100, a course designed to bridge the gap between high school math and college math. Whether you are just a little rusty from having a semester or two without math, or you have always struggled, this course will lead you through a self-paced practice of intermediate algebra.

Although the ultimate goal is to prepare you for College Algebra, this course can be whatever you make of it!

First Day of Class

Getting Your Computer Set Up (do these steps at least 5 minutes before class starts)

1. Sign into D2L, if you are seeing this then you have done this.

2. Click "on-line rooms" on the left hand side of the blue menu bar above. There will be a series of pop up windows and you will need to agree to all of them. This process can take a few minutes. See the attachment below.

3. Select your section, if you do not know your section then go to UAccess to look it up. See attachment below.

4. Once you are in the on-line room, you will see a question on the the illumine whiteboard that you will need to respond to in the the chat box on the left hand side of the screen. See attachment below.

We will start class promptly at your scheduled class time.

Dropbox

- Click on the Dropbox tab
- Non - ALEKS homework assignments will be posted on here
- You may submit a file for the assignment when they are open
Grades

- Click on the Grades tab to view ALEKS homework assignments
- The homework assignment will show what percentage you need to get on your ALEKS pie
- The due date and time will be included for the homework assignment
Online Rooms

- Click on the Online Rooms tab
- Click on your class section to start Elluminate

You will see a Blackboard window pop up (shown below)

Click the meeting file that was downloaded to open the session
- You will see Java open (shown below)
Elluminate will start shortly thereafter.
Editing D2L Profile

- Go to the main page of your D2L account by clicking on the wildcat at the top left corner

MATH100 SSII11 001 Ekstrom

- Click on the Profile link that is on the right under My Settings
- Upload a picture
- Edit the entry fields
- Save profile after you’re done

**Edit My User Profile**

Nickname: [Input field]

Birth Date: [Month] [Day]

Hometown: [Input field]

Homepage: [Input field]

**Contact Information**

Email: [Input field]

Home Phone: [Input field]

Business Phone: [Input field]

Mobile Phone: [Input field]

Fax Number: [Input field]

Address 1: [Input field]

Address 2: [Input field]

City: [Input field]

State/Province: [Input field]

ZIP/Postal Code: [Input field]

Country: [Input field]

**Education and Work**

Employer: [Input field]

High School: [Input field]

Position: [Input field]

University: [Input field]

**About Me**

Interests/Hobbies: [Input field]

Favorite Music: [Input field]
Click on the Content tab to access important documents related to the course:
- Syllabus
- Student Notebook expectations
- Link to ALEKS website
- Other useful documents

MATH100 SSII11 001 Ekstrom
COURSE POLICY & GENERAL INFORMATION
HOMEWORK/D2L

Homework will be due almost every Sunday and Wednesday evenings, by 11:59pm. The assignments will be based on each student's personal progress in ALEKS. Because the assignments are individualized, they are posted in the secure setting of the D2L Grades link.

D2L Grades Link

When you click on the Grades link from D2L's blue menu bar, you will see a list of many items. They are grouped as follows:

- **Homework assignments** - These are named by the homework assignment number, and the date and time it is due. For example, the fourteenth homework assignment may be listed as "HW14_due Oct 3 by 11:59pm". Descriptions of the types of posted assignments are given below.

- **Homework grades** - These are the grades you received for your completed work on the above homework assignments. Credit is usually all or nothing for these assignments. Grades will be listed for each assignment, e.g. "HW14 grade", and will be posted as either 0% or 100%.

- **Class Participation grades** - There will be a posted grade for class participation for each regular class meeting. These will be listed as CP and a specific date, e.g. CP_Oct 3. You will receive a grade of 0%, 20%, 40%, 60%, 80%, or 100%. See the handbook section on Attendance and Participation for guidelines to maximize your scores.

- **ALEKS Participation grades** - Similarly, there will be a posted grade for ALEKS participation for each regular class meeting. These will be listed as AP and a specific date, e.g. AP_Oct 3. These scores will also be either 0% or 100%.

- **Notebook scores** - Your student notebook for Math 100 will be checked twice during the semester, once during the midterm exam, and once during the final exam. The scores of each check will be recorded here.

- **Midterm grade and Final Exam grade** - These are posted directly from your score on the corresponding ALEKS assessment.
Homework Assignments

Each posted homework assignment will generally be one of the following types of assignments:

- "Take (initial) assessment." These are usually assigned: a) as you start a new course in ALEKS, b) when the instructional team feels you should be tested again to re-set your baseline percentage in ALEKS, or c) take a practice exam.

- "Dropbox." These assignments require you to submit a word processed document to the D2L Dropbox. You can read what the assignment is by clicking on the "Dropbox" link in the blue menu bar of D2L, and clicking on one of the assignment folders. Here, you can read a description of the assignment, and upload a file to the folder. Only the instructional staff can read your uploaded documents.

- "Get up to xx% in ALEKS." This is referred to as a homework percentage goal in ALEKS. As you master topics in your pie chart, ALEKS calculates the percentage of the pie that you have completed. To check your current percentage, click on the Report link in the upper right-hand corner of your ALEKS window. At the bottom of the page, you will see a progress bar associated with every assessment you have taken in that ALEKS course. The blue portion of each progress bar tells you the percentage you achieved on the assessment associated with that bar, and the green portion tells you the percentage you have mastered in learning mode since the assessment. When you are given a percentage goal, say 46%, you need to make sure that the sum of the blue and green percentages on the most recent progress bar is at least as high as the goal. For example, suppose on your most recent assessment, you scored a 42%. The blue portion of the topmost progress bar will read 42%. In order to reach your 46% goal and earn full credit for the homework assignment, the green portion of the progress bar must be 4% or higher. The instructional staff will always be looking at the sum of the percentages on the most recent progress bar.

- "Get up to xx.x hours in ALEKS." This is referred to as a homework time goal in ALEKS. You can see your current accumulated time in the ALEKS course by clicking on the Report link again. Your accumulated time is given at the top of the page in hours and minutes. The time goal will be given as a decimal, to the nearest tenth of an hour. To convert the number of minutes to a decimal, divide the number of minutes by 60 to see what decimal part of an hour you have accumulated thus far. Note that ALEKS will log you out after approximately 10 minutes of non-use. As the instructional team is looking at your logged hours in ALEKS, you need to make sure that you are looking at the accumulated time in ALEKS. If you are just going by the clock, saying that you sat at the computer for 2 hours, that may in fact only be 1.5 hours of actual logged time in ALEKS, due to the automatic logouts.

Of course, these assignments are only minimum amounts of effort put into ALEKS. Remember that the ultimate goal of this course is to complete your pie chart. If you can spend more time and work through more percentage of the pie on any given night (or even every night), you will be doing yourself a huge favor. Typically, exam scores closely reflect the student's total percentage of mastered topics on the pie chart. The closer you can get yourself to 100% of the pie mastered, the higher your midterm and final exam scores.

It is the student's responsibility to check his/her own scores in a timely manner. If you feel that you should have received a grade different than what is posted for any assignment, you should file a grade inquiry using the online form at the Math 100 webpage. See the handbook section on Grade Inquiries and Grade Checks.
PARTICIPATION AND ATTENDANCE

Attendance is expected of every student. "Attending" Math 100 means that you are logged in to both Elluminate and ALEKS before class starts, and remain logged in and participate through the closing announcements. It is not sufficient to just be at a computer at the start of class, as loading these two websites can take as long as 5-10 minutes, depending on your computer and internet speeds.

In every regular class meeting, you will be awarded class participation and ALEKS participation points. These are defined as follows:

Class participation:
- You are logged in to Elluminate at the start of class.
- You have a working headset, and can communicate with the instructional team audibly.
- You have a working digital tablet, and can write on the virtual whiteboard with ease and in real-time.
- You are screen-sharing your desktop throughout the entire class.
- You do not have other websites open (YouTube, Facebook, Pandora, etc.) during class time.
- You are logged in to Elluminate throughout class, and stay through the closing announcements.

ALEKS participation:
- You are logged in to ALEKS throughout the class.
- You are working in ALEKS during the class, and making forward progress. You should be aiming to master 2-4 topics per class meeting. Note that each topic requires you to answer at least 3-5 questions correctly.

Failure to comply with each of these guidelines on any given class meeting may result in a reduction of participation points on that day.

Participation Grades and Grade Inquiries

Participation points will be updated regularly on D2L under "Grades". It is your responsibility to check these grades often. If you disagree with what is posted, you may certainly inquire about the grade. Please note the difference in procedures for each type of grade.

Class Participation Grade Inquiry: Questions regarding your class participation grade should be directed to your UTA in class. Your UTA should have all of the information at hand to explain why a particular grade was given.

ALEKS Participation Grade Inquiry: Questions about your ALEKS Participation grade should be submitted via the Grade Inquiry form available online the Math 100 web page (http://math.arizona.edu/Math100). Be as specific as possible: Which grade/date are you questioning? What were you given? What grade do you think you should have been given? Was there any particular circumstance that affected your grade/ability to fully participate that we think should be considered?
MID-TERM AND FINAL EXAM

How to Prepare for Midterm/Final:

- Mark the dates on your agenda
- Go through your notebooks and make sure it includes all the required pages
- About 2-3 weeks before those exams, you will have a practice midterm or final. Take this opportunity to practice your online-test-taking-skills, below are a few recommendations:
  - Do not use any notes or outside calculators
  - Go through each problem carefully. In ALEKS, it’s either a right or a wrong answer. It does not count partial credit so make sure you have the right answer.
  - If you absolutely have no idea how to do a problem, write it down so you can learn that new topics later that week.
  - If you struggle with any questions, write them down and bring them up when you talk to your support UTAs. It’s better to get it wrong during the practice exam than in the real exam.

Mid-Term and Final Exam Procedure

The Midterm and Final Exams will be held in ILC 140. You should be lined up outside the room and have your ID out. The door to the room will be unlocked just before your scheduled exam time. In the meantime, please read and follow the instructions below.

1) Please show up to your exam about 20 minutes early. You should be lined up outside the door with your picture ID (preferably your CatCard) ready to be shown to a UTA.
2) Have your Math 100 notebook ready. It will be graded while you are taking your exam and can be picked up after you are finished.

In preparing for your exams, keep in mind that although the exam is administered online, you should treat this with the same respect as any other exam. In particular, note the following:

- Although the exam was scheduled in a two-hour block, there is no time-limit. Take your time and work through every problem.
- Do not choose “I don’t know” as an answer. Always try each problem and enter a possible answer to maximize your total score.
- As this is an exam, no extra notes, calculators, websites (other than ALEKS), or computer calculators may be used. If you are using any of these during the exam, you will receive a zero on the midterm, and will be cited for a Code of Academic Integrity violation.
- When you are finished with the exam, DO NOT LOG OUT OF ALEKS. Raise your hand for an instructor or UTA to record your score.
- After your score is recorded, log out of ALEKS, pick up your notebook from the back of the room, and leave the room quietly.
GRADE INQUIRY AND GRADE CHECK

As a responsible student, you should be checking your grades regularly. Mistakes do happen from time to time, so if you disagree with a posted grade, you could (and should!) question the grade. If the question is regarding a class participation (CP) grade, then you should ask your UTA about the grade during your next class meeting. If your question is about any other type of grade, your inquiry should be submitted through the online Grade Inquiry Form, found on the Math 100 webpage at http://math.arizona.edu/math100/grades.

Grade Inquiry

The Form

Below is a snapshot of the basic form.

Grade Inquiry
By rosaric on Tue, 09/02/2011 - 14:17

Student Name: *

UA email address: *

UA Student ID: *

Subject: *
Please choose from the following:

Course Number: *

☐ 100
☐ 100AX

Section Number: *

Since all of our student information is based on the UAccess system, it is important that you use your official name (as is used in UAccess) as well as your university email address.
The Subject of the email will help the grade staff identify the specific reason for your inquiry. The choices from the menu are shown below:

**Subject:**

- Please choose from the following...

Grade Check Request
- Homework Grade Inquiry
- ALEKS Participation Grade Inquiry
- Notebook Grade Inquiry
- Midterm Grade Inquiry
- Final Exam Grade Inquiry
- Other

A Grade Check Request is a form submission requesting a formal grade summary for your organization (fraternity/sorority, athletics, etc.). These are discussed in the next section. The other grade inquiries are for questions you may have about a specific posted grade.

Every option choice has additional fields to complete. For example, if you choose the Homework Grade Inquiry option, then a few more fields will appear to help identify the question at hand:

**Subject:**

- Homework Grade Inquiry

Which assignment?:

What grade did you receive?:

What grade do you think you should have?:

Similar fields will appear for each of the options. If you feel there is additional information that would help the grading staff in determining if there was a mistake in the grade, there is a text field at the bottom of the form. Please be as detailed as possible.
Grade Check

Many organizations on campus require regular grade checks on students, including (but not limited to) sororities and fraternities, athletics programs, and scholarship programs. You should request a grade check through the form above (http://math.arizona.edu/math100/grades). Do NOT ask your UTA for a grade check, as it must be signed by the instructor on record.

When you select Grade Check Request for the Subject of the email, you will be prompted with the following questions:

Subject: *
Grade Check Request

For what organization do you require the grade check?:

Our standard report includes information on homework, participation and attendance, exam grades, and overall course grade. Is there anything else your organization needs specifically?:

When do you need this by? (Please give at least 48 hour notice.):

Note the 48-hour notice. This gives the grading staff time to create the report, get the appropriate signatures, and leave it in will-call in Math 108 with your name on it. You will need to come to Math 108 with a picture ID to collect your grade check report.

As with any subject heading on this form, if you feel there are additional details that the grading staff needs to know, you can use the text field at the bottom of the form. Please be as specific as possible.
OFFICE HOURS

There will be 2 types of office hours:

1. Elluminate Office Hour: this Elluminate room is similar to your virtual classroom. It is designed to help you with ALEKS problems.
   a. Open Mon-Wed (8am-5pm), Tues/Thurs (9:30am-3pm), Fri (9am-3pm)
   b. Go to D2l/OnlineRooms to find this Elluminate office hours
2. In-person Office Hour: if you have issues with grades or concerns about the class, schedule your office hour appointment through math100 email: math100@math.arizona.edu
STUDY TIPS & STUDENT RESOURCE
RESOURCES AVAILABLE TO STUDENTS

As a student at the University of Arizona, you have many resources available to you for assistance outside of the classroom. These are just a few of the ones available to you:

- **Think Tank** – The Think Tank at the University of Arizona is a place where you can get free drop-in tutoring and fee based one-on-one tutoring for math up to calculus II and writing. They also offer a wide variety of supplemental instruction and exam reviews for math and science as well as many other subjects. There are 3 convenient locations on campus (Nugent building, Rec Center, and Park Student Union) where all forms of tutoring are offered as well as peer mentoring and academic skills workshops to help you get acclimated into the university environment. You can find more information on their website: [http://thinktank.arizona.edu/](http://thinktank.arizona.edu/).

- **24/7 Computer Support** - The goal of UITS is to support and enhance the University's ability to fulfill its objectives by providing effective and efficient computing and communications solutions. If you ever have problems with school related websites such as d2l, catmail, or any other websites you can contact the university tech support for assistance. More information can be found at: [http://uits.arizona.edu/node/907](http://uits.arizona.edu/node/907).

- **Office of Student Computing Resources (OSCR)** – OSCR has over 15 computer labs conveniently located across campus. They are available to students for use at no extra charge. They have a wide variety of hours available that vary between labs and you can get more information about those at: [http://www.uits.arizona.edu/departments/oscr](http://www.uits.arizona.edu/departments/oscr).

- **Testing Office** – The testing office offers a wide variety of standardized tests for a range of fees. Not only do they offer the Math Placement test if you are interested in retaking after this course, but they also offer CLEP exams, the GRE, the MCAT and many other tests. They are located on 1600 E. 1st Street and their website is [http://www.testing.arizona.edu/](http://www.testing.arizona.edu/).

- **Disability Resource Center** – The DRC at U of A is here to help you with any extra needs that you may have whether they be physical, academic, social, cultural, political, or anything else. It is their mission to make your university experience the best that it can be by supplementing the traditional learning environment with anything extra that you may need. They work hard to create inclusive and sustainable learning and working environments and facilitate access, discourse, and involvement through innovative services and programs, leadership, and collaboration. More information is available on their website: [http://drc.arizona.edu/](http://drc.arizona.edu/).
HOW TO GET THE MOST OUT OF THIS CLASS

During class

- Ask questions
- Build rapport with your UTA. Get to know them.
- Don’t tell us you know or understand something if you don’t. Make us work hard
- Every time that you start a topic that you don’t know, click the explain button right away. It won’t count against you for the first time.
- If you have trouble understanding the explanation or concepts, move on to the new topics.
- Be active and get involved in the interaction with your UTA
- Get used to math language. Use them. For example, instead of saying top and bottom for fractions, you can use numerator and denominator.
- Try to finish the REAL NUMBERS section first.

ALEKS Progress Assessment

- Randomly popped up in your ALEKS
- ALEKS way of checking how much knowledge you retain after learning new topics
- Take it seriously. Do not use cheat sheet or notes
- Write down problems that you don’t know how to do or struggle with
- Bring up those problems when you are in the individual breakout room

Outside of class

- Review for at least 20 minutes each night. Use the review tab
- Do not spend time on topics you are struggling with. Move on! Write down the name of that topic and bring it up during class
- Do your homework!