

MATH 1310 Online - Drakeford

Before You Begin

Welcome! I am Jerome Drakeford, the instructor for this course, and I am glad to have you in the class. I hope that you enjoy this online experience and I look forward to helping you along the way. As you are reading all the material, you may become overwhelmed with the amount of information. **But it really is very simple.** Once you get started and learn how to navigate Blackboard and MyMath lab, it will all fall into place.

The software that works best for this course is **Microsoft Office with Word**. You will purchase a program called My MathLab that will allow you to complete practice exercises, graded Section Exercises, Quizzes, and Tests. All programs needed to work in the My MathLab program can be downloaded to your machine when you login the first time.

Before class begins, you need to complete the following:

1. Read the **Syllabus**.
2. Read the '**Before you Begin**'
3. Purchase your **Textbook** and start studying the material outlined in the cover letter sent by your instructor.
4. **Login to My MathLab** and complete the Module One assignments. You can login anytime after you purchase the textbook and have the **My MathLab access code**.

Before you begin working through the content of this course, I want to take a moment to go over a few of the course procedures. Read the Syllabus and the Before You Begin documents. The information in this document will help you navigate through the Course Menu of MyMath lab.

Important Information:

1. In the **Textbook**, you study the material, take notes, and complete all odd exercises assigned in the Table of Contents Homework section.
2. In the **Blackboard section of MyMath lab**, complete the Section Exercises, Quizzes and Tests.
3. Via **Blackboard in MyMath Lab**, submit Learning Activities and Test Work.

4. Via **Blackboard Mail** and **The Virtual Classroom (Discussion section)**, you will communicate with your instructor and classmates.

HOW TO PROCEED WITH THE COURSE

Start the course by reading the Syllabus (also found in the Course Menu) and the Before you Begin (also found in the Table of Contents). They will orient you to both Blackboard and MyMath lab. Please plan between 15 and 20 hours of work per week for this course.

- **Complete Assignments** by clicking on **Do Homework** or **Take a Test** in My Math Lab and then on the specific assignment you want to complete. They are listed in the order in which you should complete them. Read each question carefully, do all work on scratch paper, number all problems, and select your answer. Be sure to click **SUBMIT** before you leave that assignment. The computer will score and record your grades.
- **Get feedback on your answers** immediately upon completing an assignment. Click **Review Test** to view your quiz/test at any time. If you missed a problem, the correct answer will be shown by clicking the **RED** mark located at the top right of your answer. Email me if you think the computer did not score a problem correctly or you do not understand your mistake.
- **Stay Ahead of Schedule**. Technology is wonderful; it allows you to take this course online! But, it can be frustrating. Do not wait until the last minute to submit any of the assignments. Plan ahead. Try to stay at least **3 days ahead** of schedule. In case of technical difficulties, you have time to call Tech Support or me. Make sure your work and vacation schedules do not conflict with assignment deadline dates. Remember: **No assignment can be submitted after the deadline date.**

Important Information regarding Homework

The homework assignments comprise of:

- 1) **Odd exercises in the text** assigned in the Table of Contents under the Homework Assignments Link;
- 2) **Section Exercises in MyMath Lab**. The My MathLab homework will be graded. The exercises in the textbook will also be graded Write out the solutions of the textbook homework in a notebook, and mail or drop them by my office.

1. There is one **HW** assignment in **My MathLab** for each required section of the textbook.
2. The **Chapter Self Tests** are not graded. Used to find out how much you know about the chapter.
3. MyMath lab HW is worth **100 points** of your grade.
4. The Section Exercises are automatically graded by the computer and recorded in **Results**.
5. Complete each **SE assignment** as soon as you have studied the specific sections of the textbook and have carefully worked exercises in the text.
6. You have **unlimited time within the assignment period** to complete each Homework (SE) Assignment and you can **resume** numerous times until you complete it.
7. For each question you can click on **Help Me Solve This, View an Example, Textbook Pages, Video, Animation, or Print...** If you cannot view the video, you may need to download the required program.
8. Click on **Continue** to move on.
9. Click on **View an Example** to try another of the same type.
10. Click on the question number to navigate through the questions.
11. Click **Submit Homework** when you have completed the assignment.
12. Sometimes the computer only accepts answers if they are typed in a specific manner. To know how to input your answer click on **View an Example** and see how the computer typed the answer. If you know that your answer is correct, enter your answer even if the computer says it is WRONG. Then e-mail me and indicate which HW section and exercise number you had trouble with. If you are correct, I will change the score. Send me the scratch paper if needed. **Do not waste** too much time inputting your correct answer if the computer does not accept it.

Important Information Regarding Quizzes and Tests

1. Quizzes are worth **10 points** each.
2. Tests are worth **100 points** each including the submission of test work.
3. Quizzes and tests are automatically graded by the computer and recorded in **Results**.
4. They will have multiple choices, short answers; fill in the blank, etc. Type your answer, and make use of the **Math Symbols** palette.
5. Please take the Practice Quiz/Test to learn how to input the answers.
6. Check every problem that you got **WRONG** to make sure you understand why. Email me if the computer did not score it correctly.

7. Write all your work in your notebook. I may need to check it later on. We are working with computers and strange things happen without our knowledge and not of our doing...
8. There are **3 attempts** available for each quiz. The **highest score** will be recorded. No late submissions.
9. There is only **1 attempt** for each test. No late submissions.
10. You have **90 minutes** to complete quizzes, depending on the number of questions. Once you start, you must finish.
11. You have up to **90 minutes** to complete tests. Once you start, you must finish.
12. When you are done, click **Submit Test**.
13. To Review a Quiz/Test go to **Results**, go to the radio button for **Tests**, go to the desired Quiz/Test, select **Review Test**, and then **Go**.
14. You can click on any question to view the problem and your answer. If you got the problem wrong, the correct answer will be shown by clicking on the **RED** arrow located at the top right of your answer.
15. Sometimes the computer only accepts answers if they are typed in a specific manner.
Email me and indicate which problem the computer did not score it correctly.

Important Information Regarding Test Work

1. For every Test, you need to **send the Test Work**. If you have a scanner, you can scan and submit your files via Blackboard under the appropriate link in the "Drop Box for Assignments".
2. If test work is not submitted, it will result in a zero for your test score.
3. If you **US mail** me the Test Work paper before the deadline date, the computer will not allow me to enter your score. I have to wait until AFTER the deadline date to record your grade.

If you use the U.S. Mail to send your test work, please include your **Name**, which **Test**, **course number**, and course **section** on each page. Mail to: **Jerome Drakeford, 6001 Dodge St, DSC 217, Omaha, NE 68182.**

Communication Tools

Various forms of electronic communication are available in this course to contact the instructor and/or other students enrolled in the course. We will be using the communication tools provided in Blackboard. Instructions on how to use these tools are provided in the Student Guide. Here is a quick overview:



The **Discussion of Blackboard** is a message **Bulletin Board**. A place where public messages can be posted read and replied to by students and instructor.



The **Mail of Blackboard** allows you to send, receive, reply, and forward **private** mail messages to others in the course. You can also store drafts of mail messages, search your mail messages, and add mail folders. The Mail tool does not allow you to send e-mail outside of your class, or receive outside e-mail.



The **Chat of Blackboard** lets you type messages that can be read and responded to in real-time conversation by students or instructors who are in the chat room at the same time as you. There are four general-purpose chat rooms and one general forum for the course. You must **arrange** your own times.

Online Tools and Resources

Homepage	The Course Compass is used for News and Announcements by the instructor.
Course Compass	Allows access to the course modules and course content. Here you find the Before you Begin, the Learning Activities, and the Lecture Content page, Homework page, Summary Page, Objectives Page, and Self Test page.
Syllabus	Opens the course syllabus. You should also have received a hard copy. This is the contract between you and the instructor.
Calendar	Use it to keep track of your progress. View all deadline dates.
Quizzes/Tests/SE	Links to My MathLab website to login (BB) and complete assignments.
Drop Box for Assignments	Upload and submit the Learning Activities, TEST WORK, and the Extra Report.
Print Pages	From here you select the pages that you want to compile for printing.
Gradebook	Allows you to see all your grades. I will transfer MathXL SE, Quizzes, and Test scores after each test. I will also update test work, discussion points, and the Learning Activity Averages. I will let you know on the homepage when the average is accurate and up to date.
Discussion	It is a message Bulletin Board. A place where public messages can be posted, read, and replied to by students and instructor.
Mail	Allows you to send, receive, reply, and forward private mail messages to other students in the course and the instructor.
Chat	You need to arrange your own times to chat. I will not be able to read your conversation at any later date.
Student Solutions Manual	Link to all worked out solutions to all problems in the text. They are organized by chapter.

HOMEPAGE

The Homepage is the first page you view whenever you login. On this page I will write reminders about deadlines so you stay on track. I will also announce technical problems with My MathLab or Blackboard which may prevent you from meeting your deadlines.

TABLE OF CONTENTS

Under the Before you Begin link you will find the instructions to navigate MyMathLab... Look below on how to register to MyMath lab. The Table of Contents lists all modules (chapters), in the order in which you should complete them. Anything in RED, you can click on to view the contents. For each Module you find:

1. **Objectives** – It lists all the objectives and what you will be learning in this chapter.
2. **Chapter Self Tests** – Found My MathLab just prior to the corresponding chapter quizzes and test. These do not count toward your grade. Used to find out how much you know about the course content of that chapter.
3. **Lecture Content** – This page introduces the chapter you are studying. It contains definitions, descriptions, hints, and rules of important concepts that you are studying. Memorize the concepts listed. Use this page as a guide when you complete the Learning Activities and study for the chapter test.
4. **Homework Assignments** – It lists the required homework assignments in the textbook and MyMath lab.
5. **Learning Activity** – It contains the questions for each chapter Learning Activity and how to submit your work. Type your LA in your word processor, save your document on your hard drive, and then submit via the **Drop Box for Assignments** on the Course Menu.
6. **Summary** – contains the summary of all that you should have completed in the chapter.

From every page of the Table of Contents, an Action Menu appears at the top of the page. Look at it right now.

- Contents take you back to the listing of all content pages.
- Previous and Next moves you back and forth through the Table of Contents in the sequence in which the pages are listed.

SYLLABUS

You should have received a hard copy. The syllabus gives a detailed description of the course procedures, including what textbook and material you need to purchase, information about quizzes and tests, and deadlines dates for all assignments. Read and study it very carefully and refer to it throughout the semester. The syllabus is a contract between you and the instructor, so please read it carefully and thoroughly several times.

[CALENDAR](#)

You may use the calendar to keep track of your progress. Here you can view all deadline dates.

1. Explore **View Week** and **View Month**
2. To write yourself personal **private notes** click on the hyperlinked **date** and then on **Add Entry**. Type your entry in the Summary line. Explore Edit and Delete. On whatever date you added a note to yourself, more... appears on the calendar date. Click on more... to edit, add, or delete.

[QUIZZES/TESTS/HW in My MathLab](#)

From this content page you can login to My MathLab to complete the Practice Tests, Self Tests, Section Exercises, Quizzes, and Tests.

[DROP BOX FOR ASSIGNMENTS](#)

From here you submit your completed Learning Activities, the Extra Credit Report, and your Test Work. Click on the desired activity to submit. The activity should be underlined or hyperlinked. If it is not underlined, it is not available, possibly because of a missed deadline date. Complete the Practice LA now. Type or scan a document and follow the instructions below on how to submit. After I grade the assignment and I post your grade, the word Graded will appear at the far right of the page. If you do not get 100%, click on Graded to view my comments.

[HOW TO SUBMIT Extra Activities via The Digital Drop box](#)

If you use Word Perfect save your file as .doc or .rtf and do not use spaces in the filename. If you use Word, you can use the Insert Object and Equation to type in fractions, exponents, or square roots. To submit items via the drop box, follow the following steps:

1. Click on Drop Box for Assignments of the Course Menu.
2. Click on the desired LA that you wish to submit. (If is not underlined, it is not available)
3. Click on Upload File.
4. Click on Browse to locate the item to be uploaded and the appropriate file in your hard drive.
5. Search and Select the appropriate file and click Open.
6. Click on Upload and your file name should appear in a box. Check if the uploaded filename is correct.
7. Click on Submit Assignment and then OK. You are done!

[PRINT PAGES](#)

Select the pages that you want to compile for printing.

[GRADEBOOK](#)

Allows you to see the record of your grades and your progress. The first 2 columns will show

your Course Grade and your Overall Course Average, followed by the average of each category of the required assignments. I will transfer the averages for Quizzes/Tests and HW from My MathLab after every test. Check the Gradebook after every test to monitor your progress.

DISCUSSION

This is a Bulletin Board that allows students and instructor to interact and discuss the assignments. This is not private mail. If you post a message through discussion, the entire class will read your message. Compose a Message: Allows you to post questions and respond to posted questions. Take advantage of getting to know your classmates and help each other.

1. For practice compose a message to introduce yourself to the class and Post it. Let us know something about yourself, such as hobbies, work, goals, your major, and why you are taking this class online.
2. Discussion has all the options available in Mail.

MAIL

Allows you to communicate privately with the instructor and other students. Explore all hyperlinks on the page. Whenever you Login to the course, always check your Mail. I will communicate with you on a regular basis, particularly about your progress.

1. Compose Mail Message. Click on it to write a message. Click on Browse, select the desired individual, click Done, type your message and Send.
2. Practice by composing a message to me. Please summarize your history and experience with math. Alert me of any special personal circumstance that I should be aware of. This information will be confidential.
3. Search. Click on it to search for particular messages sorted by date, topic, name, inbox, outbox...etc.
4. You can Attach Files from your computer. Use Browse to search for the specific file to upload
5. Click Unread to only show the unread messages and not all.

CHAT

Allows students and instructor to have real-time conversations about the course and the assignments. You need to arrange times with other students to Chat. If no one is online, you cannot chat. I will be available on Saturdays on line from 1 3 pm.

STUDENT SOLUTIONS MANUAL

Link to all worked out solutions to all problems in the text. They are organized by chapter.

My MathLab: Online Tools and Resources

Tech Support: 1-800-677-6337

Announcements	All announcements will be made on theMyMath lab homepage.
Calendar	Lists all assignments and due dates for homework, quizzes, and tests. .
Do Homework	Assigned Section Exercises by section to be completed by the due dates listed.
Take A Test	Assigned Quizzes and Tests to be completed by the due dates in the order they are listed.
Results	Shows results of all homework, quizzes, and tests completed. The averages will be transferred to Blackboard Gradebook.
Study Plan	All work is tracked at the objective level. My MathLab will diagnose weaknesses and create a study plan based on your results. You can link to unlimited practice exercises that will help you to master each objective.

[Do Homework](#)

This lists the assigned homework by section to be completed by the due dates listed. Click on the specific HW that you wish to complete. Right now click on **Practice HW**. Input a wrong answer to see what happens. You may go in and work on the homework exercises numerous times until you have correctly completed all the exercises with no time limit. Read each question carefully, do all work in your homework notebook, number all problems, select your answer and click **Check Answer**. For each question, the **red X** indicates wrong and the **green ✓** checkmark indicates right. Click on **Next Exercise** to move on, or click on **Similar Exercise** to try another of the same type. Make use of the student helps on the right side of the page, as explained above in this document. You can also click on any question in the Section Exercise from the top of the page to move from question to question. Remember to click on **Submit Homework** each time you leave a Section Exercise. Make use of the following student helps on the right side of the homework page. **Help Me Solve This** will lead you through to the solution.

View an Example will show you the steps to a similar example.

Textbook Pages will show you the pages in the text that explain how to work similar type problems. **Video** will show a video clip covering the given objective. I would recommend you don't use this online since it is very slow to download and play. You will want to watch the videos that come on the Digital Video Tutor provided with a new text. It is found on only certain exercises that are marked in each section.

Animation will give a detailed explanation that takes you through a set of step by step instructions along with voice backup to emphasize each point. This is a very helpful link. It is found on only certain exercises that are marked in each section.

Print will print out a copy of the current exercise example. This is helpful to see how to input your answer.

Math Symbols allows you to insert math symbols.

[Take a Test](#)

Contains all assigned Quizzes and Tests to be completed within the start and due dates listed. Click on the specific Quiz or Test that you wish to complete and click on **Start Test**. You may take each quiz 3 times but the test only 1 time. The highest grade will be recorded. Read each question carefully, do all work in your notebook, numbering all problems, and then selecting your answer. Click **Next** to move to the next question or **Previous** to move back to the last question. You can also click on any question on the quiz or test from the top of the page to move from question to question. You may revisit any question and change your answer at any time during the test time. Remember to click on **Submit Test** when you have completed the quiz or test. By clicking on **Review Test** you may review your quiz at any time. If you missed a problem, the correct answer will be shown by clicking the **RED** mark located at the top right of your answer. Non-graded chapter **Practice Tests** are located at the bottom of the page.

[Results](#)

It shows the results for your submitted homework, quizzes, and tests. By using the pull down box at the top of the page, you can have the results by chapter or for All Chapters completed. When you click on **overview**, you will view all your averages of all assignments. When you click on the radio button for **tests**, you will get your scores on each quiz and test. When you click on the radio button for **homework**, you will get your scores on each HW section.

[Study Plan](#)

By using the pull down boxes you can select the chapter and section you wish to review. For example, you may select a section that you have not done well on the quiz. A list of objectives that you have not mastered will appear on the screen. My MathLab will diagnose weaknesses and create a study plan based on the results. You can link to unlimited practice exercises that will help you master each objective. By clicking on the objective, you will be taken to a group of exercises from the section exercises to help you review and master the objective. This would be an excellent way to review for a quiz or test.

[MathXL Registration Instructions for Students](#)

1. Go to www.mymathlab.com.
2. Click on **Register**.

3. Enter your **Mathlab access code**, found inside your Student Access Kit. Click **Next**. [If you are not buying a new textbook from the bookstore, you must either purchase the Student Access Kit separately or click the “**Buy Now**” button in MyMath lab, and follow the instructions to purchase it.]
4. Enter your contact and personal information. Make sure to fill in all required fields (marked with a red star). The zip code for the school would be **68182**. Click **Next**.
5. Pick your school from the drop-down list: **University of Nebraska-Omaha** Click **Next**.
6. Create a **username** and **password**. Write them on the first page of this syllabus. You may choose to use the same username and password that you use on your UNO Lotus Notes account. Select and answer a security question. Place a check mark in the available box indicating that you agree with the Licensing Agreement. Click **Finish**. (You are now done with registration.) A confirmation will be sent to your email address.
7. Go back to www.mymathlab.com, homepage.
8. Enter your **Username** and **Password** that you created and click **Login**.
9. Click on “**Enter MyMath lab**”.
10. From the drop-down list for School, select **University of Nebraska-Omaha**
11. From the drop-down list for Instructor/Course, select **drakeford84226: Math 1310onl - FA 05**
12. Click **Submit**.
13. Once you have completed the above steps a pop up window will appear letting you know of all the necessary plug-ins that will be required to download in order to be able to proceed with the course. Make sure that you install **EVERY** plug-in offered, even if you think you have it. It will tell you if you have it or not. This process may take a while depending on the speed of your Internet connection, however, without these plug-ins, you will not be able to complete the course.
14. You are now ready to start the course.

Once you have Registered to MyMath Lab, for subsequent Logins

1. Go to www.mymathlab.com from
2. Type your **Username** and **Password**
3. Click **Login**
4. Go to: **drakeford84226: Math 1310onl-FA05**

Let's Get Started!
Good Luck!! Have a Great Learning Experience!