

August 2019

Welcome to Online Math 840!

My purpose in sending this letter is to provide some information that might help you decide whether this course is appropriate for you at this time. This letter should give you some idea of the expectations that will be placed upon you over the course of the semester. It is also intended to give you an outline of the tasks you must complete prior to the start of the semester.

This is an online Introductory Algebra course. This course requires substantial work done outside of class at a fast pace. You will be expected to:

- Take tests online about once every two weeks.
- Post to the discussion board on D2L.
- Complete homework (HW) either online or from the textbook or both.
- Complete Activity Homework that must be turned in and graded weekly.
- Complete a paper-pencil Midterm and Final Exam **on campus**, unless you can arrange a proctor to give you the exam. (If you choose to use a proctor, then you must give me their contact information well in advance of the test.)

Before the start of the semester, you should:

- 1) **Activate your Direct Digital MyMathLab access code via D2L.**
MyMathLab is the software we will be using for online quizzes and homework. MyMathLab also contains video lectures as well as an eBook and other resources. The MyMathLab access code for this course is associated with the following textbook: *Beginning and Intermediate Algebra*, 6th edition by Elayn Martin-Gay, published by Pearson/Addison-Wesley. **The access code will be available to you through Direct Digital Access on D2L three days prior to the start of the semester. You do NOT need to purchase the access code online or in the bookstore!** If you have recently used MyMathLab for this same textbook (i.e., you are repeating this class or following a sequence that uses the same book), then you do not have to pay for the Direct Digital MyMathLab access code again, but you still need to login via D2L (not the Pearson MyMathLab website) and also “opt out” of the RedShelf Direct Digital Access. **PLEASE GO TO THE MYMATHLAB REGISTRATION INFORMATION SHEET (found under the Course Information module in Content on D2L) FOR DIRECTIONS ON HOW TO ACCESS YOUR MYMATHLAB DIRECT DIGITAL ACCESS CODE!**
- 2) **Login to MyMathLab** using the MyMathLab link in Content on D2L (do NOT login using the Pearson MyMathLab website). Explore the resources available on MyMathLab, and take a look at the Chapter 3 and 8 Test. Click on Browser Check the first time to install the appropriate plug-ins for MyMathLab to work. Detailed instructions for how to register for Direct Digital Access to MyMathLab will be found in the MyMathLab Registration

Instruction document on D2L (in the Course Information module in Content).

- 3) **Purchase a scientific calculator**, like a TI-30XII. You may use any scientific or graphing calculator for this course.
- 4) **Log on to D2L (Desire 2 Learn)**. Course grades, files, video lectures, discussion boards, activities, and announcements will be posted on our D2L site. If you have never logged on to D2L before, there are login instructions on the Inver Hills webpage. To activate any student accounts (including your I-net account, go.inverhills.edu e-mail account or D2L), go to www.inverhills.edu and click on the "Students" tab found on the top of the page. From there you will see "Activate student accounts." Follow the directions provided. If you have any troubles you can visit the computer lab on the first floor of the Library and have an assistant step you through the activation process. **Our D2L course will become available to you beginning August 12th. Start exploring!**
- 5) After you have logged into D2L, please click on the link for this course and click on the link in the announcements that says "**Read Me First.**" You will find a checklist there that can assist you with the steps you must take to prepare for and succeed in this course.
- 6) **Print off the Week 1 Checklist** found in the D2L announcements or under Content. I would strongly recommend that you start working ahead before the course even begins. You can watch my video lectures for Week 1, start on the Week 1 activities, post your Getting To Know You discussion board post, start some MyMathLab practice HW, etc.
- 7) **Activate an email account**. You will need to have an e-mail account so that I can contact you throughout the semester. When you go to D2L, click on Communication→Classlist and make sure that your preferred e-mail address is listed next to your name so that I can send you e-mails throughout the semester.
- 8) **Please send me an e-mail from your e-mail account** to let me know that you have received this letter and have been successful accessing MyMathLab, D2L, and all of the course materials. If you have any questions, please don't hesitate to e-mail me at cnaughton@inverhills.edu.

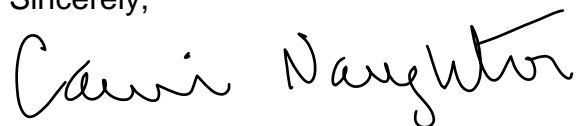
Also, please make sure that you are comfortable being in a completely online class. You will need to take much more responsibility for your own learning than you would in a more traditionally taught class. **You need to make sure that you have the necessary time available and the necessary motivation to devote to this course.** Since this is a 4-credit course, you can expect to spend at least 12 hours a week watching videos, doing activities, and taking tests. There are a variety of resources available to help you with the course material, including video lectures created by me, examples in the textbook, guided sample problems, video lectures and animations in MyMathLab, regular and online office hours, and tutors in the Math Center.

I strongly recommend that you begin looking at the course material as soon as possible. **The first due date is September 2nd.** Under the Content area of D2L, you will find a copy of the syllabus, weekly schedule and weekly checklists. You will also find video lectures and Activity Homework for each chapter. Once you have registered on MyMathLab, you will be able to access the Chapter Tests and can begin taking them at any time. You can also access all of my video lectures from my faculty webpage:

https://voices.inverhills.edu/cnaughton/video_lectures/.

I'm glad to have you in this class. I hope you are successful. **Please post to the D2L discussion board with content or course questions.** You can also visit me in my office, Library 247, or e-mail me directly with any questions related specifically to you.

Sincerely,

A handwritten signature in cursive script that reads "Carrie Naughton". The signature is written in black ink and is positioned below the word "Sincerely,".

Carrie Naughton