



MAT070 Hybrid Course Online Orientation

(version SPRING 2012)

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Welcome!

- This presentation describes the policies and procedures used in your Cape Fear Community College Hybrid Math Course, MAT070 – *Introductory Algebra – Sections DY10 & DY11*
- Step-by-step procedures for joining the course are also listed
- Guidance for success in the course is included

Overview

- The Format of this presentation is “*Question & Answer*”
- All items should be read and understood before beginning the on-line portion of the course
- If additional information is desired, I can be reached at 910-362-7301 or melsen49@mail.cfcc.edu

What's up with this course?

- This course is a developmental mathematics course. You're required to complete this course due to the score you received on the Intermediate Algebra ACCUPLACER Test or other placement method. It is your prerequisite for the following courses: MAT 080, Intermediate Algebra; MAT 140, Survey of Mathematics; MAT 121 Algebra & Trig (Tech Math); and other higher level technical and college transfer math courses.

What can I expect to get out of this course, other than Me??

- This course is designed to equip you with the skills and background to succeed in required follow-on math courses in both college transfer and technical curricula.

How do I enroll in the class?

- First, you must register for the course at CFCC during regular registration times.
- Second, you may obtain the textbook:
 - *Introductory Algebra*, 9th edition, Lial, Hornsby & McGinnis, Addison Wesley.
 - If you buy a used text or decide that the on-line text is sufficient for your uses, be sure to purchase the Access Kit that contains your student access codes. You can purchase the Access Kit from the bookstore or on-line as part of your hybrid course registration procedures.
 - The Access Kit is included when you buy a NEW Textbook.

How do I enroll in the class?

(continued)

- Third, Verify your enrollment and Obtain your Course ID Number
 - Go to your myCFCC web site home page, click on your **BLACKBOARD** link from there and then click on your MAT070 section's course link. You will be asked to **verify your enrollment** and then will be given the **Course ID** that you will use for logging into the CourseCompass web site that you will use for the on-line portion of your course. (Note: you can't do this until the first day of classes – January 5th)
- Fourth, you'll need a computer system and Internet access for that computer.

Log-in / Registration Help

- A detailed and helpful overview of the log-in / registration process can be found at: <http://coursecompass.com/> , however, you will not be allowed to register and begin the course until the semester begins on **Thursday, January 5th**.

What are the Computer System Requirements for this course?

- Go to http://www.coursecompass.com/html/system_requirements.html for this information.
- Properly configured Computers are available for your use in the MATH LAB at the downtown campus of CFCC in room S 606 and in the Learning Lab at CFCC's north campus.
 - 8AM – 8PM Monday-Thursday, 8AM – 5PM Friday

What is the Web Site I use to join this course?

- You join the course by going to <http://coursecompass.com> and going through the “register” process. (Linked from [myCFCC](#).)
- You will need an Access Code along with your Course ID to join the course the first time.
 - You’ll also need to know that CFCC’s zip code is 28401
- After you have completed the first log-in to the site, a simpler, more efficient log-in site is <http://portal.coursecompass.com/cclogin.jsp> or linking directly from [myCFCC](#)

How is my grade in this course determined?

Your overall course grade will be determined by:

- **Chapter Tests (60%)**
- **Homework (40%)**
- **Final Exam** (to replace your lowest or missed Chapter Test)

How do I know when a Homework assignment is due?

- The **Course Calendar** shows every “open” and “close” date for all assessments
- It is found:
 - **Under the Test, Homework and Study Plan Buttons**
 - **Course Calendar** (link in upper right corner)

OR

- **By hitting the MML Home Page button on the opening page of the course**

OR

- **By Looking at the “Semester-at-a-Glance Announcement (link) on the first page of the course**

How many hours of credit will I receive for completing this course?

- Due to the developmental nature of this course, no credit toward an AA or AS degree or college transfer credit will be given.
- Your grade in the course will become part of your CFCC Transcript (4 credit hours), but is not computed as part of your CFCC GPA.
 - It will be counted as part of the Financial Aid GPA and Course Completion calculations
- No credit for this course will be given for a grade of less than “C.”

About how many hours a week should I set aside for this course?

- This course is a four credit hour course, which is taught three classroom hours a week when presented in hybrid format. Two hours of preparation for every class hour is the recommended mix of study hours.
- Since you will be using text and Internet assets to augment classroom hours, I feel that 10-12 hours a week should be devoted to the course when **new material** is being presented, less if the material is review.
- To succeed in math, much like in music and sports, **daily practice** is recommended.

I've looked at the text ... how can we possibly complete it all in one semester?

- We can't.
- We'll only cover five of the first six chapters of the text.
 - There is also a Chapter R Homework Assignment at the beginning of the course so review use of **Fractions** since part of your algebra course required knowledge of them.

Can I wait until the semester is well underway to begin the homework for this course?

- No. Each Assigned Homework has an associated expiration date. Once that date has passed, the homework is no longer available to take for score.
 - See the **Course Calendar** for the start and expiration dates of all Homework.
 - **HINT:** You should not wait until the last minute to avail yourself of the assessments --- they are all **open for 7 days or more** prior to their expiration date.

What if I need additional help to understand the material?

- Your instructor will be available to assist you in class as well as via email, telephone or in person by setting up a mutually agreeable time.
- There are other math tutors available at the Math Lab at CFCC (S606) and Learning Lab (L 219) every day and most evenings.
- Qualified, college-level tutors are available from Addison Wesley (the text publisher), through their Math Tutoring Center (MTC). Your Course ID Number is your MTC access code. See the **eBook** (button) for details.

How is Homework Assigned?

- There are two non-math homework assignments associated with this course
 - Due dates for these assignments are listed with their postings and on the master calendar for the Semester.
- **Three Algebra Homework Assignments are assigned for each Chapter.**
 - They are computer scored and due on or before midnight on Monday or Thursday nights.
 - Many have video or animated assistants associated with them
 - They may be accessed and saved at any time during their “open” period
 - Each problem may be worked **three times** before being counted permanently incorrect.

Can I miss any Chapter Tests?

- Yes, you can miss one Chapter Test, however, if you do miss one, you must replace its score of zero with your grade on the (was optional) Final Exam
- Missing TWO Chapter Tests will result in **disenrollment** and a course grade of “**W**” (non-punitive) for non-participation.
- See the course syllabus for attendance criteria.

Will you drop any Chapter Test
grades?

No!

Will you drop any Homework grades?

- Yes, I'll drop the lowest Two Homework Grades.
 - The dropped grades will include any missed homework which otherwise would have received a grade of zero.

How can I monitor my grade in this course?

- The web site maintains an online grade book for each student. It is titled, cryptically, “**GRADEBOOK**” and has its own button on the left of the course.
- Additionally, your CourseCompass overall score and Timeline is shown on the MML Home Page (button).
 - A printout of all your recorded scores from my gradebook, including your attendance records and projected Class Grade and current class standing will be given to you on return of each Chapter’s Test.
 - Note: Grades for the Familiarization and 2nd Non-Math Homework are not included in your CourseCompass Gradebook.

What do I do when my computer or ISP setup doesn't work with MyMathLab?

- Technical help is available from:
 - MyMathLab Student Handbook (sold as part of your text)
 - The course website in the form of email help form, and direct phone links to both the Tech and Tutorial staffs.
 - Customer **Technical** support for this course can be reached at 1-800-677-6337 (Monday-Friday 8AM – 8PM EST).
 - Past students have been pleased with the speed and clarity of the help they have received from this service.

What kind of a calculator will I need?

- You will need a basic scientific calculator for this course.
 - (one that will do exponential functions)
- Some tests and exam problems will be very difficult without one.
- A graphing calculator is **not** required for this course.
 - Note: If your curriculum will include MAT171 (Pre-Calculus Algebra) or MAT155 (Statistics) or higher, you should consider purchase of a graphing calculator, since one is required for those courses.

What are the Solutions to Common Problems?

- I'm having problems logging in or logging on.
 - Do you have a valid student access code?
 - Do you have the correct and current course ID?
 - Are you using the password you submitted on registration in the course the first time?
- I cannot view the homework or tests
 - Did you disable your Pop-Up Blocker for the course website?
- When viewing some tests I cannot scroll down far enough on the screen to see everything.
 - Did you set the resolution on your computer to 1024 X 768? (This is located under “Start”, ”Settings”, “Control Panel”, “Display”.)
 - Technical Support 1-800-677-6337
- Instructor: Morris Elsen 910-362-7301 or melsen@cfcc.edu

Summary

- This presentation was designed to assist you in understanding the nuts-and-bolts of the MAT 070 Hybrid Course
- The official CFCC syllabus is available under Course Documents and on my web site <http://cfcc.edu/faculty/melsen>
- If you have questions or suggestions for improvement in this orientation please contact me at melsen49@mail.cfcc.edu or by phone at 910-362-7301