

Working Through the Lessons

Some Preliminary Advice

DO NOT procrastinate on your homework! Starting the entire week's homework set on the Sunday it's due is NOT a good idea if you want to be successful in this course. Your instructor can see when and for how long you are on the coursecompass site. Homework extensions can be issued to allow you to complete unfinished work, but it's best to save these requests for illnesses, emergency situations, or very challenging topics.

Since you only need to submit answers to online homework problems, you may be tempted to skip steps when working the problems. You should keep a notebook for this class with reading notes and homework problems. It is very important that you practice writing down all of your work in a **logical and organized manner**. Your test grades will be based on your problem-solving process as well as on correct answers. Incomplete or illogical work will not receive full credit on tests even if the answer is correct.

Starting a New Section

- Go to the Online **Textbook** link for the section you want to work on.
- View the section video.
- **Read the section** (online or in a printed text) and work through the practice exercises. There are video presentations of some examples and there are “**You try it**” icons which allow you to check your understanding and will guide you through the problem solving process if necessary. **Take notes** on important concepts and formulas in a spiral notebook. You may want to write down a few key examples from each section along with a written explanation of the steps used to solve the problem.
- Go to the **Do Homework** link and work through the assigned homework problems. Within the homework page, there are a number of resources available to you. If you find yourself using the “help me solve this” or “view an example” options very often, you should work a few similar exercises before moving on. You can do this without changing your score by going to your “Grades” page. If you feel that a homework problem has been incorrectly graded or if you have a question about a problem, please use the “ask my instructor” link to e-mail me.

Taking Online Quizzes

Once you have completed a chapter with at least 75% correct on all assignments, you should attempt the chapter quiz. Go to “**Take Quizzes**” and select the quiz you want to take. You can take each quiz 3 times and only your highest score will count toward your grade. Use the quiz as a way to find out what you can do *without* extra help. Do not use your textbook, notes, or examples. You can review any of your quizzes on your “Grades” page any time after you submit it.

- Taking all of your quizzes on the day of the Unit Test is NOT a good idea. You should try to take quizzes as soon as possible after completing a chapter!
- Before re-attempting a quiz, review your first attempt by going to your “grades” page and spend some time working on your “study plan”!

Using Your Study Plan

Your “**Study Plan**” is updated each time you take a quiz and is able to identify the areas in which you need more study. MyMathLab will generate a list of problems for you to work based on which quiz problems you missed. After working on the study plan and improving your skills, you should be ready to re-try your quiz.

Preparing for a Unit Test

- Complete all **homework** and re-work any missed problems. Also re-work any problems you got right only after receiving lots of extra help either from the computer or from a tutor.
- Complete all chapter **quizzes**, using your study plan to help you prepare for second and third attempts.
- Download and read the list of **review topics** posted on the **Test Information** page of the course website. **Mathematics is a language and vocabulary is important!** If you don't understand the review topics, e-mail me for clarification or post a question on the discussion board.
- Download and do the **practice problems** for the test – then download the answer key and check your work.
- Go to the Online Textbook, select the appropriate chapter, and do the textbook “**Chapter Test**”.
- View the “**Chapter Test Prep**” video at the end of the online textbook chapter to check your work on the Chapter Test and see correct solutions.

Where to get HELP...

If you find that you are falling behind in this course, it is extremely important to get caught up immediately. There are many resources available to you... here are a few:

- 1) **My office hours (or e-mail)**. If they do not fit your schedule, make an appointment! If you cannot come to campus, e-mail me to request a “lecturescribe” file.
- 2) The **Math Learning Center** in BMC103 is open Sunday through Thursday. Visit the MLC website at www.mpc.edu/Pages/MLC.aspx for hours and more information.
- 3) The **Academic Support Center** is located downstairs in the library. You can get up to two FREE hours of tutoring each week (subject to tutor availability). If you think you're going to need a tutor for this course, sign up right away!