

## Week 1 Checklist

8/22 – 8/28

Check	Assignment/Location	Purpose/Notes
	Go through the <b>Read Me First</b> Document on D2L	This will provide directions on what materials you need for this course, how to log in to everything, and what you need to get started before the first day of class.
	Take the <b>Questionnaire: Is Online Math 840 right for you?</b>	This will give you an idea if you are taking the correct math course for your major or transfer goals, as well as help you decide if an online format is the best choice for you.
	Read the <b>Syllabus</b> on D2L	The syllabus details all of the policies and expectations of this online course. It is very important for you to know what you are getting yourself into, so read it very carefully! You are responsible for knowing all of the policies and expectations set forth in the syllabus.
	Complete the <b>D2L Syllabus Quiz</b> using the D2L Quiz tool  <b>DUE DATE: Monday, 8/29 at 10 pm</b>	The objectives of the Syllabus Quiz are to apply knowledge of the syllabus to various scenarios to demonstrate understanding of the course structure and policies.  You will find the quiz using the Quizzes tool at the top of the D2L toolbar. It is a 20 question multiple choice quiz. You have a 30-minute time limit with two attempts possible by the deadline. Your highest score will be recorded. Be sure to check the feedback for corrections and comments after you submit your quiz.
	Complete the <b>Student Participation Contract</b> under the D2L Quiz tool  <b>DUE DATE: Monday, 8/29 at 10 pm</b>	There will be one Student Participation Contract assignment due the first week of class. This is a contract listing what kind of participation is expected by all students in this online class. You are expected to read the expectations and check that you agree to follow each of these guidelines. The 10-question true/false quiz is worth 5 points. You will have one attempt and 30 minutes to complete the contract.
	Read the <b>Week 1 Learning Objectives</b> on D2L	The Week 1 Learning Objectives can be found under Content on D2L. The learning objectives describe what you should be able to do after completing your weekly checklist. This will help give you the “big picture” first. As you watch the video lectures and take notes, you will be able to fill in the “details.”
	Read <b>Sections 1.3 – 1.7</b> from the Textbook	Reading the textbook will introduce you to the topics that will also be covered in the Video Lectures. Math is all about repetition and practice, so you will want to learn the material from multiple sources in different styles. Hopefully at least one method will appeal to your learning style.
	Print <b>Blank Notes</b> for the following Video Lectures on D2L: <b>Fractions</b> <b>Add &amp; Subtract Real Numbers</b> <b>Multiply &amp; Divide Real Numbers</b> <b>Order of Operations</b>	You will want to take notes on these blank pages as you watch the Video Lectures. Use these blank notes as a study guide while completing HW and studying for the midterm and final exam. It will be easier to refer to these handwritten notes rather than surfing through the textbook or videos to look something up.
	Watch <b>Video Lectures</b> on D2L: <b>Fractions</b> <b>Add &amp; Subtract Real Numbers</b> <b>Multiply &amp; Divide Real Numbers</b> <b>Order of Operations</b>	All of the video lectures can be found in Content on D2L. The videos on D2L should play for a PC or a Mac. If you are having any trouble playing the Video Lectures, you can also access them from MyMathLab (click on HOMEWORK to find a list of Instructor Videos for each chapter), or go to my faculty webpage at <a href="http://faculty.inverhills.edu/cnaught/video_lectures.htm">http://faculty.inverhills.edu/cnaught/video_lectures.htm</a> or go to my YouTube channel at <a href="http://www.youtube.com/user/carrienaughton?feature=mhee">http://www.youtube.com/user/carrienaughton?feature=mhee</a> . (Click on Videos, then Playlists to access each video by course and chapter.) You can also look at the file “HELP! I can’t get the video lectures to work!” found on D2L under Content.  The material covered in these Video Lectures forms all of the “details” that you need for the D2L Activity Homework and MML Chapter Tests. What is covered in the Video Lectures takes precedent over what is covered in the textbook – so if something is covered in the Videos, but not in the textbook, then you need to

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		<p>know it. If something is not covered in the Video Lectures, but is in the textbook, you do not need to know it.</p>
	<p><b>Purchase a MyMathLab access code and Register yourself on MyMathLab</b> using course ID: <a href="#">naughton41501</a></p>	<p>The purpose of MyMathLab is to practice and assess math concepts in an online format. It provides immediate feedback with unlimited practice, along with lots of additional resources. It is a great learning and assessment tool.</p> <p>To register, go to <a href="http://www.pearsonmylab.com">www.pearsonmylab.com</a> and click on Register under Student. You will need to either purchase an access code online or use the access code that came in the folder shrink-wrapped with your textbook. We will be using MyMathLab to take all of our Chapter Tests online. MyMathLab also has excellent resources like the multimedia textbook (an electronic version of our textbook), online HW sets that you can use as practice before taking the Chapter Tests (highly recommended), and additional publisher created video lectures that you can watch for extra support. You can click on the MyMathLab Registration Information under Content on D2L for more details on how to register.</p>
	<p><b>Practice Homework</b> (these are not graded):</p> <p>a) <b>MyMathLab HW:</b> Chapter 1 HW Set problems #9-65 (highly recommended)</p> <p>b) <b>Textbook HW problems:</b> Odd problems from Sects 1.3-1.7 (optional)</p>	<p>The MyMathLab HW set is highly recommended because it will give you examples of the kinds of problems that will show up on the Chapter Tests that are required. It will give you practice reading the directions carefully and typing in your answers with the right notation. You can also click on the “Help Me Solve This” button to get step-by-step guidance through each problem. You do not need to do all of the MML HW problems, just as many as you need to feel comfortable and confident with the material.</p> <p>The Textbook HW problems are just like the MML HW set but without the support. If you do the odd problems, you can check your answers in the back of the book. The Textbook HW problems are more portable and do not require internet access. You do not need to do all of the odd problems, just as many as you need to feel comfortable and confident with the material.</p>
	<p><b>Seek help</b> if needed:</p>	<p>Three places to get free help:</p> <p>a) Math Center or Peer Tutor Center (2<sup>nd</sup> floor of Library)</p> <p>b) Office Hours (L 247)</p> <p>c) Post question on Weekly Discussion Board</p>
	<p>Complete <b>D2L Activity Homework</b> and submit for a grade:</p> <p style="text-align: center;"><b>Week 1 Activity</b></p> <p><b>DUE DATE: Monday, 8/29 at 10 pm</b></p>	<p>The purpose of the D2L Activity Homework is to get practice writing out your solutions and showing your work. You will need to be able to do this on your paper-pencil exams. The problems on the D2L Activity Homework tend to be more challenging and may require you to think beyond basic computation. These problems are more in the style of how your paper-pencil exams will be written, though not necessarily as difficult. See the syllabus for a grading rubric.</p> <p>I would recommend printing off the D2L Activity Homework, but writing your solutions on a separate piece of paper (there usually isn't enough room on the activity to fit all your work in). I think it is easier to hand write your solutions, then scan in your work. But you can also type up your solutions as long as it is easy to read and aligned correctly with all steps shown.</p> <p>Your D2L Activity Homework can be submitted to the D2L Dropbox (preferred method), fax (651-450-3303, attach a cover sheet with my name and your name), mail or dropped off at L 247. If you are submitting your HW to the D2L Dropbox, then it must be submitted as a <b>single PDF or Word file</b> (not multiple pages, not jpg, tiff, gif, etc.). If you are having trouble converting it to the right format, just scan your work and paste it</p>

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		<p>into a single Word document. Or read the “How to Scan to a PDF and Submit to the Dropbox” found under Content on D2L.</p> <p>No late HW will be accepted (not even one minute late!). Be sure to plan enough time to submit your HW before the deadline and deal with any technical issues. If you submit your HW to the dropbox, be sure to check back for feedback to make sure it got through. I will always leave feedback within 1-2 days of submission. Remember: One single pdf or Word file, not many files and not jpg!</p>
	<p>Complete the <b>Getting to Know You Post</b> on the D2L Discussion Board</p> <p><b>DUE DATE: Monday, 8/29 at 10 pm</b></p>	<p>The purpose of the Discussion Board is to:</p> <ol style="list-style-type: none"><li>1) Allow a platform for student-to-student and student-to-instructor interaction.</li><li>2) Provide a resource for asking questions and clarifying concepts related to the course learning objectives and weekly learning objectives associated with the video lectures, activities and tests.</li></ol> <p>One Discussion Board post is required each week, additional posts are optional. See the syllabus for Discussion Board etiquette and a grading rubric. There are Miscellaneous Topics in the Discussion Board as well, that you can post to for credit. You don't just have to post to the Weekly board.</p>