

December 2009

Welcome to Online Math 99!

Please immediately reply to this letter by e-mailing me at cnaught@inverhills.edu to inform me that you received it. If I do not get a reply I will be contacting you by phone or e-mail.

This is an online Intermediate Algebra math course. This course requires substantial work done outside of class at a fast pace. Please be prepared to take tests online about once every two weeks and do homework (HW) either online or from the textbook or both. You will be expected to complete HW activities that must be turned in to me. The Midterm and Final Exams for Math 99 are paper-pencil tests that must be completed on campus, unless you can arrange a proctor to give you the exam. If you chose to use a proctor, then you must give me their contact information well in advance of the test.

The math software that allows you to access tests, HW and other resources (like video lectures, practice tests, etc.) is called MyMathLab. In preparation for the course, **please purchase a MyMathLab access code as soon as possible.** You can either purchase MyMathLab at the bookstore shrink-wrapped to our textbook: *Algebra: A Combined Approach*, 3rd edition by Elayn Martin-Gay, published by Pearson/Addison-Wesley. Or you can purchase just the MyMathLab access code at www.coursecompass.com and use the multimedia textbook that is available through MyMathLab. A hard copy of the textbook purchased at the bookstore will cost more, but it is portable and can be taken anywhere and used in the future. If you purchase just the MyMathLab access code, it will be much cheaper but the multimedia textbook can only be accessed with an internet connection and you will not have access to it after this course is over. You will also need a scientific calculator, like a TI-30XII.

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 5-credit course, you can expect to spend at least 15 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.

This course will be available to you beginning January 1st. As soon as possible, please log on to Desire2Learn (D2L). 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, metnet e-mail account or D2L), go to www.inverhills.edu and click on Inver Login found on the left side of the page. In the drop box you will see “Activate student accounts.” Follow the directions listed. 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. 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 all that you need to do to prepare for and succeed in this course.

I strongly recommend that you begin looking at the course material as soon as possible. **The first due date is January 17th.** Under the Content area of D2L, you will find a copy of the syllabus and weekly schedule. You will also find video lectures for each chapter and activities 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. I strongly recommend that you purchase your textbook and MyMathLab access code prior to the beginning of the course, register onto MyMathLab (go to www.coursecompass.com), explore the resources available on MyMathLab, and take a look at the Appendix D and E Test. More detailed instructions for how to register on MyMathLab will be found in the “Read Me First” document on D2L. The course id number that you will need during the MyMathLab registration process is: **naughton05991**. I would also recommend that you watch some of the Video Lectures that I have created for Appendix D and E and look over the first two activities for Appendix D and E. All of the video lectures and activities can be found under the Content area of D2L. **Note: If you have a Mac, then you may have trouble hearing or watching my video lectures.** You will need to download Windows first to your Mac in order to play the videos. You can try watching a video from my faculty webpage: http://faculty.inverhills.edu/cnaught/video_lectures.htm to see if it works on your computer.

You will need to have a metnet e-mail account so that I can contact you throughout the semester. You can activate this e-mail account by going to the Inver Login page and clicking on “Activate student accounts.” **Please send me an e-mail from your metnet 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 cnaught@inverhills.edu.

Before the first day of class, please do the following:

- 1) Go to the bookstore and purchase your textbook with *MyMathLab* software (they should be shrink-wrapped together) or go to www.coursecompass.com to purchase just the MyMathLab access code.
- 2) Try registering yourself onto *MyMathLab* using the student access code provided in your software kit and the course ID: **naughton05991**. If you have any trouble, please e-mail me.
- 3) Activate your *metnet* email account: used for communication with instructor
- 4) Activate your *Desire to Learn (D2L)* account: used for accessing course materials and grades
- 5) Click on the “Read Me First” document on D2L and complete the checklist.
- 6) E-mail me at cnaught@inverhills.edu.

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,

Carrie Naughton