

## Tasks to get technology set-up *updated 08/02/10*

### Activate student accounts & send me information via @go.inverhills.edu e-mail:

1. Activate your student accounts: Go to [www.inverhills.edu](http://www.inverhills.edu) > Inver Login > Activate Student Accounts. Keep track of the login names and passwords for these accounts.
  - **@goinverhills.edu e-mail:** Check your student e-mail account at least daily and more often if you are working in a group. All official college communication is sent via the distribution list for all registered students. You are responsible for all course communications from me to you sent via the D2L class e-mail distribution list. Students in the class may also send e-mails to each other using the class list in D2L.
  - **D2L account:** D2L is a course management system. Course grades are posted there after each test. Test keys and other course materials are posted in the “Content” folder in D2L. Online office hours are in “chat” and questions may be posted and answered in “discussions”. D2L student access will occur in mid to late August prior to Aug 23.
  - **I-NET account:** Initialize because you will need to use campus computers for some test questions. I-NET enables you to log onto any campus lab or classroom computer.
2. Send me your contact information via e-mail from your student e-mail account to [nlange@inverhills.edu](mailto:nlange@inverhills.edu). In the subject line put *1103-99 contact info with your name*. For example, my subject line would be *1103-99 contact info nancy lange*. In the body of that e-mail include your phone number(s) with suggested times that are good for me to call. Please include a personal e-mail address in case I am unable to reach you by phone or student e-mail. Please contact me directly by phone 651-450-3395 to leave a message if you do not get an e-mail response from me that acknowledges your *contact information* e-mail. This is part of your “get acquainted” grade so please follow instructions.

### Register and enroll in MyStatLab and install software plug-ins and players:

- A. **Register & enroll in MyStatLab software:** To get set up in the software, you need four things in addition to a valid e-mail address:
1. The college zip code is **55076**.
  2. The course ID is **lange20535** (that is LANGE20535 using lower case letters),
  3. The **Student Access Code** is under the removable strip inside the left cover but is automatic if purchased online at [www.coursecompass.com](http://www.coursecompass.com).
  4. A set of instructions is in the software package or at [www.coursecompass.com](http://www.coursecompass.com). Select “**Get Started**” on the left side of the screen and then select “**Student**” to obtain a set of instructions that you can print. Or select the “**How Do I?**” tour for a video explanation of the process.

**Note:** When registering/enrolling in the software, user names must be unique. If the name you entered has already been taken, the wizard will reject it. They suggest using an email address which will be unique. Whatever user name and password are accepted by the program should be written down so that you can refer to it if you forget.

- B. **Install MyStatLab Plug-ins & Players:** Do the browser check to install plugins as soon as possible prior to August 23 so that you will not be held up by technical issues when the course is ready to begin. Most students do not have difficulties, but for those who do, it takes time to resolve.
1. Turn off any pop-up blocker software prior to logging into MyStatLab every time. Some computers have multiple pop-up blockers. If you miss one, somewhere in the process, you may be prompted to “allow pop-ups for this site” or you may be prompted whether or not to allow a particular pop-up. The software cannot run correctly until you allow the pop ups. You can turn the pop-up blocker on again when you finish your software sessions.

2. Log into MyStatLab ([www.coursecompass.com](http://www.coursecompass.com) and select the login for students).
3. If you will be working on your own computer, after you are in the program, click the **browser check** button in the 2<sup>nd</sup> announcement to download and install the latest version of a number of plug-ins and players required by the software. Also in that announcement is a link to “product support” if you experience difficulty with the software and need assistance. (**Note:** If you will be working on campus computers, the plug-ins and players are already installed so that you can skip the browser check. Campus computer lab hours are posted at the college website: [www.inverhills.edu](http://www.inverhills.edu) / Student resources / Computer lab.)

### **Install MINITAB:**

Install MINITAB from the CD according to the instructions. If you chose to use the eBook, then download a semester single-user licensed copy of Minitab 15 or 16 from [www.e-academy.com](http://www.e-academy.com). Minitab can be used free in the Math Center or first floor Library. Minitab is not backward compatible so if you use version 16 on campus, you won't be able to open your project file on version 14 afterwards.

### **Download, read, print and/or save documents:**

Recommended document file types for online courses are Microsoft Word (doc extension), rich text format (rtf extension) and plain text (txt extension). When you type a document, use the “save as” option and choose from the file types in the drop-down box. Not all students have the 2007 Office Word so use the “save as” option and pick Word 2003 compatible from the list. I will post my documents as pdf files so that everyone should be able to open. Next perform the following tasks:

1. Log in to D2L from the college website [www.inverhills.edu](http://www.inverhills.edu) / Inver Login / D2L after activating your student accounts. Go to Math 1103-99, click to open the **Content** folder, and then click on **Course Documents**. Open and print or save to your computer the course syllabus, schedule (calendar) and homework assignment sheet. It helps to have copies available for frequent reference.
2. Open the **Get Acquainted (GA)** document and type in your responses.
3. Save and name your GA document. I suggest setting up a course file such as “Math 1103” to store your files used in this course. Name this assignment file **yournameGA.doc** (GA for “get acquainted”). If I were naming the document, it would be **langenancyGA.doc**. Remember where you save the file so that you can retrieve it to submit in the D2L dropbox (see below).

Most students will be using Word documents, but I will accept other file formats if needed by anyone in the class. Be sure to let me know on the *Get Acquainted* document what document file format you prefer. When posting files in a group discussion, please use Word 2003 compatible form. With this you can use the markup feature for editing or making comments prior to returning the paper and nearly everyone can open this Word file.

### **Submit a document via the D2L Dropbox:**

Log into D2L (available by August 18) and click on “dropbox” in the top menu bar. **Attach** your completed *Get Acquainted* document in the folder provided and then **submit**. Upon completion of this activity, you will know how to submit a required assignment via the dropbox. You will be able to see when I pick up the document as indicated by the D2L automatic response. On graded assignments, I will provide feedback there within a few days. If there are any technology issues affecting submitting or picking up the document or me being able to open and read it, we will have time in August to resolve the problem by the end of the first week.

Congratulations! Your technologies should be ready to begin the course!