



August 1, 2009

To all Math 1103-99 Students:

This letter is to introduce myself as your instructor for Math 1103-99 in fall semester and to communicate with you regarding some things that you need to know about this course and about getting the correct course materials. Also, I have included a list of technology tasks (pp. 4-5) that should be performed as soon as possible prior to August 24 to ensure that you will be ready to start the course on time. These tasks include activating student accounts, communicating via e-mail, installing software with plug-ins and players, and submitting the “Getting Acquainted” assignment via the D2L dropbox.

About the Course:

Math 1103-99 is an online section of Introduction to Statistics which is equivalent to the traditional sections offered on campus. This section is conducted entirely online except for five exams: three 1-hour midterm exams, one 1-hour Minitab final exam, and one 2-hour comprehensive final exam that will all be proctored on campus. Students who live more than 50 miles from campus have the option to take their tests with an approved proctor off campus. If this applies to you, contact me now so that I can give you instructions for finding suitable options for a proctor and testing location in your area. Dates and times for the exams are listed in the class schedule (calendar), and students will be notified regarding the room location in advance.

The syllabus, homework assignments, and a schedule (calendar) are posted on my faculty website <http://faculty.inverhills.edu/nlange>. Please read through these materials as soon as possible. If you have concerns about taking this course online, you still have time to get into a traditional section on campus. Some students mistakenly think that taking a course online will be easier. Although an online course provides flexibility, the course objectives and requirements are the same as the traditional sections offered on campus. If anything, it may seem more difficult because you need to be very good at time management and a good independent learner using a variety of resources (text, course pack, Minitab, and math software) to learn the course objectives.

Instruction will be provided by the CD lecture series packaged with the text (or streamed or podcast via the MyStatLab software in the “multimedia link”) and by reading the text book. Instruction for Minitab statistical software is provided by

streamed video demonstration “labs” while students follow along with the guided lesson notes in the course pack and try the exercises on Minitab. Proficiency in solving problems is learned by doing a variety of exercises by hand, calculator and Minitab. The software provides helpful feedback, hints, steps, examples, and references to specific text pages when a wrong answer is entered.

Get the right course materials! Ask at the bookstore if you don’t know for sure.

I recommend that you purchase your materials at the campus bookstore either online (www.inverhillsbookstore.com) or in person. Allow at least 2 weeks for online orders to ensure that your materials arrive prior to August 24. If you purchase the materials in person, be sure to get the correct text package and correct course pack since there are *similar but different* text packages and course packs for the traditional sections. If you don’t see what you need on the shelves, ask for assistance. Close to the start of the semester, course packs will need to be ordered and prepaid at the checkout. The following materials are required.

1. A **Math 1103-99 Course Pack** (Instructor Nancy Lange) is required. This course pack contains guided notes for the Minitab lessons, homework and homework solutions.
2. A **statistical scientific calculator** capable of doing two-variable statistics is required. You also need to have a manual for your calculator that explains how to perform various statistical procedures. If you are uncertain if your calculator will work for this class, check statistics section in the manual to see if two-variable statistics is included. If you are still uncertain, ask me before purchasing a new calculator. If you plan to purchase an inexpensive calculator (less than \$20), then Texas Instrument 36 or 30 both work for this course. If you want to purchase a more expensive graphing calculator, I recommend either Texas Instruments 83 Plus or 84 Plus because directions for their use are provided throughout the text and there are two excellent graphing calculator resources in MyStatLab including a manual written as a companion to our text and video tutorials for topics throughout the text.
3. The **textbook package** contains all four of the required publisher materials including the **Elementary Statistics** textbook, 11th edition, by Mario Triola, the **MyStatLab** software, the student version of **Minitab 14**, and the Triola **Minitab Manual/Workbook**. If you purchase these items separately (even used), it will end up costing you more than the total package bundled with a new textbook. The two software packages must be unused in order for the licenses to be valid. Students waiting for financial aid awards to purchase course materials may use the reserve texts in the library or Math Center. For *options* to the required text package see the two notes below.

Online text package option #1: Students may opt to purchase the *authorization code for MyStatLab software* which has links to the online textbook and online text resources. The software can be special ordered at the college bookstore or purchased online at www.coursecompass.com > Student > Register > Purchase Online and then follow the instructions. You must also rent a 5-month single-user licensed copy of *Minitab version 15* downloaded from www.e-academy.com. If you use the online text package, you still need to purchase the course pack and have a scientific calculator capable of doing two-variable statistics.

Used text package option #2: You may opt to purchase a *used text* (although in fall 2009 the text is new so there will be no used texts available) and purchase the *authorization code for MyMathLab software* and purchase *Minitab version 15* (downloaded) as explained in the preceding paragraph. All of the other items listed under the required text package are online via the software. You still need to purchase the course pack and have a scientific calculator capable of doing two-variable statistics.

Note: For those of you who have a TI-83/84, there is one oddity about the calculator that should be taken care of right away. Go to the Catalog, just above the 0 button. Scroll down to Diagnostic On and hit Enter. Then hit Enter again. Once you've done this, Diagnostics will be on permanently. Please do this now so that you do not forget.

If you have any questions after reading this letter and reviewing the course materials on my faculty website, please contact me.

I will send a "Welcome" e-mail at the beginning of the semester to remind you of detailed instructions in "*Week-by-Week*" posted in the *Content* folder in D2L. Each week I will post instructions for the following week so that you can look ahead for planning purposes. Also in the "Content" folder you will see a link to *Frequently Asked Questions* (FAQ) with corresponding answers. If you don't see the answer to your question there, then ask your question in the appropriate discussion forum in D2L so that your question and my answer will benefit everyone in the class. If you have a personal question, send it to me via e-mail. Last of all, please read through the next two pages and perform the requested tasks to get your technology set up and ready to begin the course on time.

I look forward to working with you this semester. I hope that you will find that studying statistics can be practical, fun, interesting and moderately challenging. Please let me know if I can help you in any way.

Sincerely,

Nancy Lange, IHCC Math Instructor

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E-mail: nlange@inverhills.edu

Faculty website: <http://faculty.inverhills.edu/nlange>

Phone: 651-450-8395 (leave a voice message)

Tasks to get technology set-up

Activate student accounts & send me contact information via MET-NET e-mail:

1. Activate your student accounts: Go to www.inverhills.edu > **Inver Login** > Activate Student Accounts. Keep track of the login names and passwords for these accounts.
 - **MET-NET e-mail account:** Be sure to check your student e-mail account at least one per day during the semester and more often if you are working in a group on an assignment. 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 MET-NET e-mails to each other using the class list.
 - **D2L account:** Course grades are posted in D2L after each test. Also, 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”. Students will be able to log into their D2L account for this course in late August.
 - **I-NET account:** Initialize because you will need to use campus computers for the Minitab test in December. This enables you to log onto any lab computer on campus.
2. Send me your contact information via e-mail from your MetNet account to 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. I will save them on my computer in a class folder for a quick reference. If you have a personal e-mail address that you check frequently, please include that in your e-mail in case I am unable to reach you by phone or met-net e-mail. Please contact me directly by phone 651-450-8395 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 **lange12972** (that is LANGE12972 using lower case letters),
 3. The **Student Access Code** is under the removable strip in the software package (or automatic if purchased online).
 4. A set of instructions can be found in the software package or online at 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 enter has already been taken, the wizard will reject the information and may give you another user name suggestion, possibly with a number attached. Whatever user name and password are accepted by the program should be written down so that you can refer to it if necessary.

- B. **Install MyStatLab Plug-ins & Players:** Do the plug-in installations as soon as possible prior to August 24 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 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 2nd 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 > Student resources > Computer lab.)

Install MINITAB:

Install MINITAB from the CD according to the instructions. If you chose to use the online textbook, then download a 5-month single-user licensed copy of Minitab 15 from www.e-academy.com. If you plan to use Minitab on campus computers in the Math Center or first floor Library, then you do not have to install the program on your own computer.

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 > Inver Login > D2L (after activating your account).
2. Go to Math 1103-99, click on the *Content* folder, and then click on *Course Documents*. Open the *Get Acquainted* document and type in your responses.
3. Save and name your document. I suggest setting up a course file such as “Math 1103” to store your files used in this course. Name your assignment document **GA yourname.doc** (GA for “get acquainted”). If I were naming the document, it would be **GA nancylange.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 exchanging files within a group, please use Word 2003 compatible form as you can use the markup feature to show editing or comments in red when returning the paper.

Submit a document via the D2L Dropbox:

Log into D2L (available by August 17) and click on “dropbox” in the top menu bar. Attach your completed *Get Acquainted* document in the folder provided. Upon completion of this activity, you will know how to submit a graded or required assignment. 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 as well 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 before the course begins.

Your technology should be ready to begin the course!