

Laulima

Set up course in Laulima

A.1

Add Tools

Click on the *Site Info* tool and then *Edit Tools*. Next, check the following tools: *Home*, *Announcements*, *Mailtool*, *Resources*, *Syllabus*, and *Tests & Quizzes*.

Create Syllabus

Click on the *Syllabus* tool and then *Create/Edit*. Click on *Add* and fill in the Title box. Next, click on *Add Attachments*. *Browse/Choose File* and double click on your syllabus. Click *Continue* and *Post*.

Copy Know Your Syllabus Assignment

Click on *Site Info* and *Import from Site*. Then click on *I would like to replace my data*. Check *LEE Developmental Math Faculty* and click on *Continue*. Then check *Tests & Quizzes* and click *Finish*. Next, click on the *Tests & Quizzes* tool and click *Publish* in the drop down menu next to the appropriate Know Your Syllabus. Click on *Save Settings and Publish*. Lastly, click on *Publish without notification*.

To change the name of the tool from *Tests & Quizzes* to *Know Your Syllabus*, click on *Site Info* and *Page Order*. Then, click on the pencil, change the name to “Know Your Syllabus”, and click on the check mark to save it.

Copy Resources

Click on *Site Info* and *Import from Site*. Then click on *I would like to replace my data*. Check *LEE Developmental Math Faculty* and click on *Continue*. Then check *Resources* and click *Finish*.

Create Orientation PowerPoint

You must have your orientation PowerPoint saved as a pdf or the ALEKS link will not be available to your students. Click on the *Resources* tool and then click on *Add* and *Upload Files*. Click on *Browse/Choose File* and double click on your orientation PowerPoint saved as a pdf. Click on *Upload Files Now*. While in the *Resources* tool, click on your orientation PowerPoint link and copy the URL. Then, click on *Site Info*, *Edit Tools*, and *Web Content*. Fill in the Title box with “Orientation”. Delete whatever is currently in the URL box and paste your URL. Lastly, click *Finish*. Click on the *Orientation* tool and click *Options*. Check *Open in new window*.

Be careful not to upload the “Sample Orientation PowerPoints.” You may delete the Sample Orientation PowerPoints by clicking *Actions* and *Remove* in the drop down menu.

Set up course in Laulima (continued)**A.1**Copy Instructional Videos Link

In the *LEE Developmental Math Faculty* tab, click on the appropriate *Instructional Video* tool. Next, click on *Options* and copy the URL. In your course, click on *Site Info*, *Edit Tools*, and *Web Content*. Fill in the Title box with “Instructional Videos”. Delete whatever is currently in the URL box and paste your URL.

Copy Quiz Videos Link

In the *LEE Developmental Math Faculty* tab, click on the appropriate *Quiz Video* tool. Next, click on *Options* and copy the URL. In your course, click on *Site Info*, *Edit Tools*, and *Web Content*. Fill in the Title box with “Quiz Videos”. Delete whatever is currently in the URL box and paste your URL.

Copy Computer Help Document

In the *LEE Developmental Math Faculty* tab, click on *Options* on the *Home* page. Next, copy the Computer Help document under *Description*. In your course, click on *Options* on the *Home* page and paste the Computer Help document under *Description*. Fill in the Title box with your course title. In the Computer Help document, you must fill in your MATH 18 or MATH 82 ALEKS course code in the yellow highlighted area. Click *Update Options*.

Rearrange Tools

Click on *Site Info* and then *Page Order*. Click and drag each tool to the desired place. Click on *Save*.

Announcements in Laulima**A.2**

Click on the *Announcements* tool. Next click on *Add* and fill in the *Announcement title* and *Body* sections. You may want to change *Availability* dates depending on your announcement. To send an *Email Notification* to all of your students, click on *High-All participants*. Then click on *Add Announcement*.

To show your entire announcement on the *Home* page, click on *Options* under *Recent Announcements*. Then check *Show announcement body* and click on *All* under the *Show about* drop down menu. Click on *Update*.

Know Your Syllabus scores in Laulima	A.3
Click on the <i>Know Your Syllabus</i> tool. Under <i>Published Assessments</i> , click on the number in the <i>Submitted</i> column. Students' scores are listed under the <i>Final Score</i> .	

Add students to Laulima	A.4
Click on <i>Site Info</i> and <i>Add Participants</i> . Next, fill in the <i>UH participants</i> box with your students UH Username(s) and click <i>Continue</i> . Under <i>Roles</i> , click on <i>Student</i> and <i>Continue</i> . You do not need to send an email notification. Lastly, click <i>Finish</i> .	

ALEKS

ALEKS Modules

After logging into ALEKS:

- If *Use Advanced IM-2* is shown in the upper-right hand corner of the screen, then you are in *Basic IM-2*.
- If *Use Basic IM-2* is shown in the upper-right hand corner of the screen, then you are in *Advanced IM-2*.

To change between the different *IM-2*, click on it.

Set up course in ALEKS

A.5

MATH 18 and/or MATH 82 courses

One MATH 18 and/or one MATH 82 course will be created for you in ALEKS. To change the name of the *Copy* course, you need to use the *Advanced IM-2*. Slowly double click on the course and re-name it as you wish.

Write down your ALEKS “Course Code”

In the *Basic IM-2* in ALEKS, click on each course that you need a course code. Next, click on *Administrator Center* and *View all your courses and course codes*. Write down your *Course Code*.

Create a “practice course” for each MATH 18 and/or MATH 82 course

In the *Advanced IM-2* in ALEKS, click on the course you wish to copy. Under the *Home* tab click on *Actions*. Then click on *Duplicate Course* and *Confirm*. To change the name of the *Copy* course, slowly double click on the course and re-name it as you wish. Next, you need to remove the intermediate objectives from the “practice course.” In the *Advanced IM-2*, click on your “practice course” and under the *Home* tab click on *Intermediate Objectives*. For each intermediate objective, click on *delete*.

Create a “passed MATH 18 course”

In the *Advanced IM-2* in ALEKS, click on your MATH 82 course. Under the *Home* tab click on *Actions*. Then click on *Duplicate Course* and *Confirm*. To change the name of the *Copy* course, slowly double click on the course and re-name it as you wish. Do **not** remove the intermediate objectives from this course.

Obtain the “Financial Aid Code” from ALEKS

In the *Basic IM-2* in ALEKS, click on each course that you want a financial aid code. Next click on *Administrator Center*. Then click on *Financial Aid Code* and *Request a Financial Aid Code*. ALEKS will email the financial aid code to your ALEKS account.

Set up course in ALEKS (continued)	A.5
<p><u>Change account settings</u></p> <p>In the <i>Basic IM-2</i> in ALEKS, click on <i>My Account Settings</i>. You can change your ALEKS login password and ALEKS email options. It is a good idea to click on:</p> <ul style="list-style-type: none"> • Forward all messages to my email address (Enter your preferred email account) • Forward messages sent by my students to ALEKS Customer Support to my account • Enable my students to send me messages • Forward messages sent to my students to their regular email account. 	
ALEKS Gradebook	
Set up Gradebook	A.6
<p>In the <i>Basic IM-2</i> in ALEKS, click on a course. Next click on the <i>Gradebook</i> tab and <i>Gradebook Setup</i>. Change the <i>Category Weight (%)</i> for <i>Intermediate Objective</i> to 100%. Change the <i>Category Weight (%)</i> for <i>Quiz, Test, Homework, Assessment, and External Assignment</i> to 0%. The <i>Grading Scale for Total Grade</i> option should be <i>Do not show letter grades on the instructor or student gradebook</i>. Click on <i>Save</i>. You will need to set up each courses gradebook.</p>	
Check Gradebook	A.7
<p>In the <i>Basic IM-2</i> in ALEKS, click on the <i>Gradebook</i> tab. Students' intermediate objective percentage will be shown. Input each student's intermediate objective percentage for each week into your gradebook. You can input it manually or click on <i>Download to Excel</i> and print the <i>Gradebook</i>. You will need to download the gradebook for each course.</p>	
ALEKS Learning Progress	A.8
<p>In the <i>Basic IM-2</i> in ALEKS, click on a course and the <i>Home</i> tab</p> <ul style="list-style-type: none"> • Students who created an ALEKS account will have their name listed • Students whose <i>Performance goal bar</i> is blue finished the initial assessment • Students whose <i>Performance goal bar</i> is blue and green, finished the initial assessment and starting working in ALEKS • Below the <i>Performance goal bar</i> is the students' percentage of their completed ALEKS pie. Students' bars should grow throughout the semester. 	

ALEKS Time and Topic**A.9**

In the *Basic IM-2* in ALEKS, click on a course. Then click on the *Reports* tab. Next, click on *Time and Topic report for all students*. You will need to click on *Change Date Range* to see the number of hours students worked in ALEKS last week (Sunday to Saturday).

Input each student's time working in ALEKS for each week into your gradebook. You can input it manually or click on *Download Excel Spreadsheet* and print the *Time and Topic Report*.

Assign practice assessments or graded cumulative assessments**A.10**

In the *Basic IM-2* in ALEKS, click on a course. Then click the *Assessments* tab and *Add Assessment*. Fill in the *Assessment Name*, click on *Comprehensive Assessment*, choose the appropriate *Start Date*, *End Date*, and *Time*. Be sure to *Prevent automatic assessments* up to the appropriate number of days before. Click on *Assign to entire class* or *Assign to specific student(s)*. *Do not show letter grades on reports* should be checked. Then click *Next* and *Save*. See screen shots below.

Settings for 5th week and 9th week practice assessments**STEP 1: Name & Date**

Assessment Name: Practice Assessment

Status: Enabled ?

Assessment Type: ☐ Progress Assessment ?
☒ Comprehensive Assessment ?

Assessment Dates:

Start Date: Month Day Year
Jan 16 2011

Time: 12 13 am

End Date: Month Day Year
Jan 16 2011

Time: 11 59 pm

☐ No end date ?☒ Publish this Assessment to the student calendar.

Click "Comprehensive Assessment"

Start Date: Sunday of 5th & 9th week
Start Time: 12:01 am
End Date: No end date**STEP 2: Advanced Options**☒ Prevent automatic assessment up to 7 days before☒ Assign to entire class☐ Assign to specific student(s)

Settings for individual practice assessments

STEP 1: Name & Date

Assessment Name: Practice for Student X

Status: Enabled ?

Assessment Type: ☐ Progress Assessment ?
☒ Comprehensive Assessment ?

Assessment Dates:

Start Date: Month Day Year
Jan 16 2011

Time: 10 50 am

End Date: Month Day Year
Jan 16 2011

Time: 11 59 pm

☐ No end date ?

☒ Publish this Assessment to the student calendar.

Click "Comprehensive Assessment"

Start Date: Scheduled day
Start Time: 12:01 am
End Date: You choose
End Time: 11:59 pm

STEP 2: Advanced Options

☒ Prevent automatic assessment up to 5 days before

☐ Assign to entire class

☒ Assign to specific student(s)

Assign to:

Depends on scheduled day

Settings for graded cumulative assessment

STEP 1: Name & Date

Assessment Name: GCA for Student X

Status: Enabled ?

Assessment Type: ☐ Progress Assessment ?
☒ Comprehensive Assessment ?

Assessment Dates:

Start Date: Month Day Year
Jan 16 2011

Time: 10 50 am

End Date: Month Day Year
Jan 16 2011

Time: 11 59 pm

☐ No end date ?

☒ Publish this Assessment to the student calendar.

Click "Comprehensive Assessment"

Start Date: Scheduled day
Start Time: 8:00 am
End Date: Last day of Finals Week
End Time: 8:00 pm

STEP 2: Advanced Options

☒ Prevent automatic assessment up to 5 days before

☐ Assign to entire class

☒ Assign to specific student(s)

Assign to:

Depends on scheduled day

Cancel assessments	A.11
Cancel any ongoing assessments	a
<p>In the <i>Advanced IM-2</i> in ALEKS, click on the appropriate course and the student's name. Then click on the <i>Assessments</i> tab. Next, click on <i>Cancel Current Assessment</i>. You may add a <i>Comment</i> for the student to read and <i>Click to confirm</i>. This message will be sent to the student's ALEKS email account.</p>	
Cancel assigned assessment	b
<p>In the <i>Basic IM-2</i> in ALEKS, click on the appropriate course. Then click the <i>Assessments</i> tab. Every assessment that you have assigned will be listed. Click on <i>edit assessment</i> under the student's name. Scroll down the page and click on <i>Delete this assessment</i>.</p>	
Notify students of assessment	A.12
<p>In the <i>Basic IM-2</i>, after assigning an assessment, click on <i>notify my students</i>. Enter a message and click on <i>Send</i>. This message will be sent to students' email in ALEKS.</p>	
Moving students from one course to another	A.13
<p>In the <i>Basic IM-2</i> in ALEKS, click on the course the student is enrolled in. Next, click on <i>Administrator Center</i> and <i>Move a student from this course to another</i>. Click on the student's name that you wish to move, then click on the new course where the student is going to be.</p>	
Students change ALEKS course code	A.14
<p>Students need to login to ALEKS using their login name and password. Next, they need to click on the <i>OPTIONS</i> link at the top-right of the page. Then, they need to click on the [<i>change course code</i>] link in the middle of the page. Have them enter your ALEKS course code (which is on the first page of your syllabus) and click on <i>Continue</i>. Last, they need to confirm the new course and instructor information and click on <i>Continue</i>. Check your ALEKS course for the students' name.</p>	

ALEKS students account	A.15
Instructor's side	a
<p>In the <i>Basic IM-2</i> in ALEKS, click on the course the student is enrolled in. Next, click on <i>Administrator Center</i> and <i>Student Account preferences</i>. Click on the student's name who does not remember his/her login name and/or password. His/her <i>Login name</i> will be shown. If he/she does not remember his/her password or wants to change it, click on the link and he/she can create a new password.</p>	
Student's side	b
<p>Students who do not remember their login name and/or password need to click on "Forgot your login info?" located at the bottom of the LOGIN button. They will need to enter their name and email address they used while registering in ALEKS.</p> <ul style="list-style-type: none"> • Students who do not remember their login name need to click on "I forgot my Login Name" and enter their school name. They do not need to enter their Instructor's name. • Students who do not remember their password need to click on "I forgot my Password" and enter their ALEKS login name. <p>Next, students need to click on send email. ALEKS will send students their login name and password to the email address they provided.</p>	

eCAFE Survey

Set up eCAFE

A.16

All student evaluations will be given by eCAFE. To set up an eCAFE survey, go to <http://www.hawaii.edu/ecafe> and login using your UH username and password. Click on *Please ensure that I receive eCAFE courtesy notifications*. Then click on *Enable Survey* for each of your courses. Next, click on *Edit Survey* and click on the twelve questions listed below. As developmental math policy, you must include these twelve questions in your survey, but you may add other questions up to the eCAFE 20 question limit. Lastly, click *Save*.

- ☐ I performed up to my potential in this course. (43)
- ☐ The instructor appears to have a thorough knowledge of the subject. (58)
- ☐ The instructor was able to explain concepts clearly and effectively. (68)
- ☐ The instructor acknowledges all questions insofar as possible. (84)
- ☐ The instructor is willing to meet and help students outside class. (87)
- ☐ The instructor gives individual attention to students in class. (88)
- ☐ The design of this course lets me learn at my own pace. (101)
- ☐ The instructor suggests specific ways students can improve. (105)
- ☐ The instructor keeps students informed of their progress. (108)
- ☐ The course objectives were clear. (129)
- ☐ Assignments are returned promptly. (176)
- ☐ Audiovisual materials (or computers) used in this course contributed significantly to my learning. (228)

eCAFE availability and results

When the survey is available to your students, you will receive an email from eCAFE for you to forward to your students. The email will tell students about eCAFE, and serve as a reminder for you that the survey period has started. During the survey period, eCAFE will periodically email reminders to your students who have not completed the survey. eCAFE will also send you updates of completion results. The complete results will be released a couple weeks after the end of the survey period.

First Class Day Blurbs

Announcements blurb	B.1
Math 18	
<p>Welcome to Math 18: Essential Mathematics for Algebra, which is a self-directed learning course. On the first day of class, you will need to bring the 18-week ALEKS Access Code, Instructional Materials Packet, and a basic calculator (does not contain a parentheses button). The 18-week ALEKS Access Code can be purchased online during class for a lesser price or at the LCC bookstore. If you want to buy the code online, please bring a credit/debit card with you to the first class meeting. Purchasing a printed copy of the textbook is optional; you do NOT need to buy one to be successful in this class. Please do not open any of the wrappings until you come to class.</p> <p>If you do not attend class, you will be marked absent and will NOT earn one attendance point for the first week of school.</p>	
Math 82	
<p>Welcome to Math 82: Accelerated Algebraic Foundations, which is a self-directed learning course. On the first day of class, you will need to bring the 18-week ALEKS Access Code, Instructional Materials Packet, and a scientific calculator (does not contain a graphing feature). The 18-week ALEKS Access Code can be purchased online during class for a lesser price or at the LCC bookstore. If you want to buy the code online, please bring a credit/debit card with you to the first class meeting. Purchasing a printed copy of the textbook is optional; you do NOT need to buy one to be successful in this class. Please do not open any of the wrappings until you come to class.</p> <p>If you do not attend class, you will be marked absent and will NOT earn one attendance point for the first week of school.</p>	

Welcome to Math XX which is a self-directed learning course. The first day of class has passed. You must have the tasks listed below completed by the second class day, (date) or you will be marked absent and will NOT earn one attendance point for that week.

- 1) Go to Lailima (<https://lailima.hawaii.edu>) and login using your UH user id and password. Print and read the "Syllabus"
- 2) Complete the "Weekly Planner" in the syllabus
- 3) Score 100% on the "Know Your Syllabus" assignment in Lailima
- 4) Purchase the Course Materials listed in the syllabus.
- 5) Go to www.aleks.com. Create your ALEKS account using the 18-week ALEKS Access Code. You can purchase the 18-week access code from the bookstore or you can "purchase an access code online" using a credit/debit card. You will need the ALEKS Course Code which is located on the first page of the syllabus. A video on "Registering on ALEKS" is available in Lailima under the "Computer Help" section.
- 6) Do the initial assessment in ALEKS
- 7) Begin working in ALEKS

If you have questions or need help with any of the above, please go to the Math Lab in MS-204 this week to get help. The Math Lab is open on Monday to Thursday from 8:30am-7:30pm and Friday 8:30am-3:00pm.

Missed class blurb	B.3
Missed first class day	a
<p>You missed the first day of class, so you did NOT earn one attendance point for the first week of school. You must have the tasks listed below completed by the second class day, (date) or you will be marked absent and will NOT earn one attendance point for that week.</p> <ol style="list-style-type: none"> 1) Go to Laulima (https://laulima.hawaii.edu) and login using your UH user id and password. Print and read the "Syllabus" 2) Complete the "Weekly Planner" in the syllabus 3) Score 100% on the "Know Your Syllabus" assignment in Laulima 4) Purchase the Course Materials listed in the syllabus. 5) Go to www.aleks.com. Create your ALEKS account using the 18-week ALEKS Access Code. You can purchase the 18-week access code from the bookstore or you can "purchase an access code online" using a credit/debit card. You will need the ALEKS Course Code which is located on the first page of the syllabus. A video on "Registering on ALEKS" is available in Laulima under the "Computer Help" section. 6) Do the initial assessment in ALEKS 7) Begin working in ALEKS <p>If you have questions or need help with any of the above, please go to the Math Lab in MS-204 this week to get help. The Math Lab is open on Monday to Thursday from 8:30am-7:30pm and Friday 8:30am-3:00pm.</p>	
Missed another class day	b
<p>You missed the (second or third) day of class, so you have earned 0 attendance points. You must have the tasks listed below completed by the next class meeting, (date) or you will be marked absent again.</p> <ol style="list-style-type: none"> 1) Go to Laulima (https://laulima.hawaii.edu) and login using your UH user id and password. Print and read the "Syllabus" 2) Complete the "Weekly Planner" in the syllabus 3) Score 100% on the "Know Your Syllabus" assignment in Laulima 4) Purchase the Course Materials listed in the syllabus. 5) Go to www.aleks.com. Create your ALEKS account using the 18-week ALEKS Access Code. You can purchase the 18-week access code from the bookstore or you can "purchase an access code online" using a credit/debit card. You will need the ALEKS Course Code which is located on the first page of the syllabus. 6) Do the initial assessment in ALEKS 7) Begin working in ALEKS <p>If you have questions or need help with any of the above, please go to the Math Lab in MS-204 this week to get help.</p>	

Second Class Day Blurbs

Due second class blurb B.4
<p>Math 18</p> <p>Here is the list of tasks you need to complete by (day of the week, date) before class. If you do not have everything on this list completed, you will be marked absent and will NOT earn one attendance point for that week.</p> <ol style="list-style-type: none"> 1) Score 100% on the "Know Your Syllabus" in Laulima (https://laulima.hawaii.edu). 2) Complete the "Weekly Planner" in the syllabus 3) Purchase the Math 18 Instructional Materials Packet 4) Purchase a three-ring binder and basic calculator 5) Create an ALEKS account 6) Download the ALEKS Plug-in to your home computer or laptop by going to www.aleks.com and logging in. The ALEKS Plug-in should automatically start downloading. 7) Finish the ALEKS initial assessment <p>If you have questions or need help with any of the above, please go to the Math Lab in MS-204 this week to get help. The Math Lab is open on Monday to Thursday from 8:30am-7:30pm and Friday 8:30am-3:00pm.</p>
<p>Math 82</p> <p>Here is the list of tasks you need to complete by (day of the week, date) before class. If you do not have everything on this list completed, you will be marked absent and will NOT earn one attendance point for that week.</p> <ol style="list-style-type: none"> 1) Score 100% on the "Know Your Syllabus" in Laulima (https://laulima.hawaii.edu). 2) Complete the "Weekly Planner" in the syllabus 3) Purchase the Math 82 Instructional Materials Packet 4) Purchase a three-ring binder and scientific calculator 5) Create an ALEKS account 6) Download the ALEKS Plug-in to your home computer or laptop by going to www.aleks.com and logging in. The ALEKS Plug-in should automatically start downloading. 7) Finish the ALEKS initial assessment <p>If you have questions or need help with any of the above, please go to the Math Lab in MS-204 this week to get help. The Math Lab is open on Monday to Thursday from 8:30am-7:30pm and Friday 8:30am-3:00pm.</p>

Absent Blurbs

Absent blurb	B.5
<p>You missed class today, so you earned 0 attendance points for this week. So far you have missed (#) attendance points and (#) progress points, which gives you a total of (#) combined attendance and progress points.</p> <p>Remember, you must accumulate at least 20 combined attendance <u>and</u> progress points by the last intermediate objective in order to be eligible to earn CR (credit) for the course. Please contact me with any situations that prevent you from attending class.</p>	

Absent and did not earn progress point	B.6
MATH 18	
<p>You missed class today so you earned 0 attendance points for this week. You also did NOT score 100% on last week's intermediate objective and spent less than 3 hours working in ALEKS. This means that you earned 0 progress points for last week.</p> <p>So far you have missed (#) attendance points and (#) progress points, which gives you a total of (#) combined attendance and progress points. Remember, you must accumulate at least 20 combined attendance <u>and</u> progress points by the last intermediate objective in order to be eligible to earn CR (credit) for this course. Please contact me with any situations that prevent you from attending class.</p>	
MATH 82	
<p>You missed class today so you earned 0 attendance points for this week. You also did NOT score 100% on last week's intermediate objective and spent less than 4 hours working in ALEKS. This means that you earned 0 progress points for last week.</p> <p>So far you have missed (#) attendance points and (#) progress points, which gives you a total of (#) combined attendance and progress points. Remember, you must accumulate at least 20 combined attendance <u>and</u> progress points by the last intermediate objective in order to be eligible to earn CR (credit) for this course. Please contact me with any situations that prevent you from attending class.</p>	

Absent week 15 or week 16**B.7**

You have accumulated (#) points; (#) attendance points and (#) progress points, which is less than the required 20 points. In order to earn CR (credit) for this course you must:

- 1) Score an overall of 85% on the Graded Cumulative Assessment in ALEKS by (last day of instruction date).
- 2) Pass all of the quizzes by (last day of instruction date).

If you do NOT do all of the above, you will receive NO credit (NC) for MATH XX.

Paper-and-Pencil Quiz Blurbs

Paper-and-pencil quiz blurbs	B.8
Scored 100% on a quiz	
<p>Good job! You scored 10 out of 10, which is 100%, on the (name) Quiz. You have successfully completed this quiz and have received a “bonus point” that can be used on 1 other future quiz. When you are ready, you should take any of the other quizzes you have not yet completed. If you want to view your quiz, please see me during the next class meeting or visit me during office hours.</p>	
Scored 85% or above on a quiz	
<p>Good job! You scored XX out of 10, which is XX%, on the (name) Quiz. You have successfully completed this quiz. When you are ready, you should take any of the other quizzes you have not yet completed. If you want to view your quiz, please see me during the next class meeting or visit me during office hours.</p>	
Scored 75% or 80% on a quiz, and 100% on another	
<p>You scored XX out of 10, which is XX% on the (name) Quiz. You have successfully completed this quiz by using the “bonus point” from your (name of 100%) Quiz. If you want to view your quiz, please see me during the next class meeting or visit me during office hours.</p>	
Did NOT pass quiz	
<p>You scored XX out of 10, which is XX%, on the (name) Quiz. To re-take this quiz, you must review your quiz with me and complete a worksheet. Please see me at the next class meeting or visit me during office hours.</p>	
Passed last quiz	
<p>Good job! You scored XX out of 10, which is XX%, on the (name) Quiz. You have successfully completed all of your quizzes. If you want to view your quiz, please see me during the next class meeting or visit me during office hours.</p>	

8th and 14th Week Blurbs

Practice assessment blurb	B.9
<p>I assigned you a practice assessment in ALEKS for this Sunday, (date for Sunday) to help you practice and study for the graded cumulative assessment. This assessment will give you an overall picture of your progress and ensures that you don't forget older topics as you learn newer ones.</p> <p>The practice assessment will automatically pop up on Sunday after you log into ALEKS. You can take this practice assessment at home. Please complete the assessment before our following class next week. Try your best and don't be discouraged if your pie shrinks a little.</p>	
8th week reminders blurb	B.10
<p>To earn credit (CR) in MATH XX, you MUST meet the following requirements:</p> <ol style="list-style-type: none">1) Score at least 70% on Intermediate Objective #7 in ALEKS, which is due on Saturday, (date).2) Pass at least one quiz by (Thursday spring semester/Friday fall semester), (date). <p>The approved testing locations and times are listed below:</p> <ul style="list-style-type: none">• Monday to Friday: Campus Testing Center in BE-227 from 8:00am to 4:00pm• Monday to Thursday: Math Lab in MS-204 from 3:00pm to 7:30pm <p>If you do NOT do all of the above, you will receive no credit (NC) and will be moved into a “practice” course where work and learning can be done but will NOT count toward credit for MATH XX.</p>	
Did not complete 8th week quiz requirement blurb	B.11
<p>You were required to pass at least one quiz by (Thursday spring semester/Friday fall semester), (date). You did not fulfill this requirement so you will unfortunately receive NC (no credit) for MATH XX this semester. Your ALEKS student account will be moved into a “practice” course where work and learning can be done but will not count toward earning credit for MATH XX. The last day to withdrawal from classes is (date). Please let me know if you have any questions.</p>	

Did not complete 8th week ALEKS requirement blurb	B.12
Did not pass 1 quiz	a
<p>You scored XX% on Intermediate Objective #7 in ALEKS, which was due on Saturday, (date). Unfortunately, your score is less than the 70% requirement so you will automatically receive NC (no credit) for MATH XX this semester. Your ALEKS student account will be moved into a “practice” course where work and learning can be done but will not count toward earning credit for MATH XX. The last day to withdrawal from classes is (date). Please let me know if you have any questions.</p>	
Passed at least 1 quiz	b
<p>You scored XX% on Intermediate Objective #7 in ALEKS, which was due on Saturday, (date). Unfortunately, your score is less than the 70% requirement so you will automatically receive NC (no credit) for MATH XX this semester. Your ALEKS student account will be moved into a “practice” course where work and learning can be done but will not count toward earning credit for MATH XX.</p> <p>You passed the following MATH XX paper-and-pencil quizze(s) this semester: (List quiz names)</p> <p>This/these can be applied to the MATH XX course requirements next semester if you forward or print this email to your instructor on the first day of class. The last day to withdrawal from classes is (date). Please let me know if you have any questions.</p>	

14th week reminders blurb	B.13
<p>To earn credit (CR) in MATH XX, you MUST complete the following requirements:</p> <ol style="list-style-type: none"> 1) Score at least 85% overall on the Graded Cumulative Assessment in ALEKS by Thursday, (Thursday of finals week date). <ul style="list-style-type: none"> • If you complete 100% of your ALEKS pie by (last day of instruction date), you will need to score at least 70% on the GCA. • If you complete 85% of your ALEKS pie between (last intermediate objective due date and last day of instruction), you will need to score at least 85% on the GCA. • After (last day of instruction date), you can take the GCA regardless of your ALEKS pie, but you will need to score at least 85%. <p>Multiple attempts at the GCA will not be permitted after (last day of instruction date).</p> <ol style="list-style-type: none"> 2) Pass all of the quizzes by (last day of instruction date). 3) Accumulate at least 20 combined attendance and progress points by (last day of instruction date). <p>If you do NOT do all of the above, you will receive no credit (NC) for MATH XX.</p>	

ALEKS Pie Blurbs

Completed 100% of ALEKS pie blurb	B.14
MATH 18	
<p>Great job on completing 100% of your ALEKS pie. When would you like to take the Graded Cumulative Assessment? You should take it as soon as possible. Please let me know what day you would like to schedule it. You will need to continue coming to class until you have finished all of the course requirements.</p> <p>Are you interested in starting MATH 82? Please let me know.</p>	
MATH 82	
<p>Great job on completing 100% of your ALEKS pie. When would you like to take the Graded Cumulative Assessment? You should take it as soon as possible. Please let me know what day you would like to schedule it. You will need to continue coming to class until you have finished all of the course requirements.</p> <p>Are you interested in starting or registering for MATH 103? Please let me know.</p>	

Completed 85% of ALEKS pie blurb	B.15
<p>Good job on completing 85% of your ALEKS pie. When would you like to take the Graded Cumulative Assessment? You should try to take it as soon as possible. Please let me know when you would like to schedule it. You will need to continue coming to class until you have finished all of the course requirements.</p>	

Graded Cumulative Assessment Blurbs

Graded cumulative assessment blurb	B.16
<p>You are scheduled to take the "Graded Cumulative Assessment" on (day of the week, date). You must take the GCA at the testing locations and times listed below.</p> <ul style="list-style-type: none">Monday to Friday: Testing Center in BE-227 from 8am to 4pmMonday to Thursday: After-hours computer testing in BS-109 from 3pm to 8pmSaturday: After-hours computer testing in BS-109 from 9am to 1pm <p>Please do NOT login to ALEKS on (day of week of GCA) until you are in the approved testing location. Any assessment done outside of the approved testing location will not count toward the course. The assessment will cover all of the topics in the course and will be given by ALEKS.</p> <p>You must arrive at the approved testing location at least 2 hours before closing time. I suggest that you bring a (basic calculator for MATH 18 or scientific calculator for MATH 82) with you. You may NOT use notes on the assessment. Please email me after you have completed the assessment.</p>	

Graded cumulative assessment during finals week blurb	B.17
<p>You are scheduled to take the "Graded Cumulative Assessment" in the Emporium classroom, MS-211 on (day of week, date). The Emporium classroom will be open Monday to Thursday from 8:00am to 7:00pm.</p> <p>Please do NOT login to ALEKS on (day of week of GCA) until you are in the Emporium classroom, MS-211. Any assessment done outside of an approved location on campus will not count toward the course. The assessment will cover all of the topics in the course and will be given by ALEKS.</p> <p>You must arrive at the Emporium classroom, MS-211 no later than 5:00pm. I suggest that you bring a (basic calculator for MATH 18 or scientific calculator for MATH 82) with you. You may NOT use notes on the assessment. Please email me after you have completed the assessment.</p>	

Completed Course Requirements Blurbs

Course completion blurb	B.18
Math 18	
<p>Great job! You scored XX% on the Graded Cumulative Assessment. Congratulations on completing the requirements for MATH 18. You will receive credit for this course when grades are posted at the end of the semester and qualify to register for MATH 82 next semester. If you are interested in starting MATH 82, let me know. Please check your UH email and complete the student evaluation for me. The information that you provide will be valuable.</p>	
Math 82	
<p>Great job! You scored XX% on the Graded Cumulative Assessment. Congratulations on completing the requirements for Math 82. You will receive credit for this course when grades are posted at the end of the semester and qualify to register for MATH 100, 103, or 115 next semester. If you are interested in starting or registering for MATH 103, let me know. Please check your UH email and complete the student evaluation. The information that you provide will be valuable.</p>	

Passed quizzes after assessment	B.19
MATH 18	
<p>Great job! You scored XX out of 10, which is XX%, on the (name) Quiz. You have successfully completed all of your quizzes. If you want to view your quiz, please see me during the next class meeting or visit me during office hours.</p> <p>Congratulations on completing the requirements for MATH 18. You will receive credit for this course when grades are posted at the end of the semester and qualify to register for MATH 82 next semester. If you are interested in starting MATH 82, let me know. Please check your UH email and complete the student evaluation for me. The information that you provide will be valuable.</p>	

Passed quizzes after assessment (continued)	B.19
MATH 82	
<p>Great job! You scored XX out of 10, which is XX%, on the (name) Quiz. You have successfully completed all of your quizzes. If you want to view your quiz, please see me during the next class meeting or visit me during office hours.</p> <p>Congratulations on completing the requirements for Math 82. You will receive credit for this course when grades are posted at the end of the semester and qualify to register for MATH 100, 103, or 115 next semester. If you are interested in starting or registering for MATH 103, let me know. Please check your UH email and complete the student evaluation. The information that you provide will be valuable.</p>	

Completed MATH 18 and 82	B.20
<p>Super job! You scored XX% on the Graded Cumulative Assessment. Congratulations on completing the requirements for MATH 18 and MATH 82. You will receive credit for MATH 18 when grades are posted at the end of the semester. In order to register for MATH 100, 103, or 115 next semester, print this email and show it Tiana Cho, Math Counselor. You can either drop by her office (in Math Lab) when she is free or schedule an appointment (email tcho@hawaii.edu or phone 455-0430). She will discuss transfer-level math course options with you and enter the appropriate prerequisite waiver(s) that will allow you to register.</p> <p>If you have not done so already, please check your UH email and complete the student evaluation. The information that you provide will be valuable.</p>	

Completed Course Early Blurbs

Completed MATH 18 and register for MATH 82	B.21
<p>Great job! You scored XX% on the Graded Cumulative Assessment. Congratulations on completing the requirements for MATH 18. You will receive credit for this course when grades are submitted at the end of the semester. Please check your UH email and complete the student evaluation. The information that you provide will be valuable.</p> <p>If you are considering registering for MATH 82 this semester, print this email and show it Tiana Cho, Math Counselor. You can either drop by her office (in Math Lab) when she is free or schedule an appointment (email tcho@hawaii.edu or phone 455-0430). She will discuss your options, their costs, and their due dates with you. Please meet with her as soon as you can to keep as many options open to you as possible.</p>	
Completed MATH 18 and possibly MATH 82	B.22
<p>Great job! You scored XX% on the Graded Cumulative Assessment. Congratulations on completing the requirements for MATH 18. You will receive credit for this course when grades are posted at the end of the semester.</p> <p>I moved your ALEKS account into MATH 82, so you can get started. The next time you log into ALEKS, you will be given an initial assessment. Please buy the MATH 82 Instructional Materials Packet from the bookstore. I also added you to my MATH 82 Laulima course so you can read/print the syllabus and watch the videos. Please continue coming to class.</p> <p>Work that you complete this semester will be applied to the MATH 82 course requirements next semester. And, if you finish the MATH 82 course requirements by the end of this semester, you will qualify to register for MATH 100, 103, or 115 next semester. Please see your syllabus for more information.</p> <p>Please check your UH email and complete the student evaluation. The information that you provide will be valuable.</p>	

Completed MATH 18 and start MATH 82**B.23**

Great job! You scored XX% on the Graded Cumulative Assessment. Congratulations on completing the requirements for MATH 18. You will receive credit for this course when grades are posted at the end of the semester.

I moved your ALEKS account into MATH 82, so you can get a head start on the ALEKS work. The work that you complete this semester will be applied to the MATH 82 course requirements next semester. The next time you log into ALEKS, you will be given an initial assessment. I also added you to my MATH 82 Laulima course so you can watch the videos. Please continue coming to class.

Please check your UH email and complete the student evaluation. The information that you provide will be valuable.

Completed MATH 82 and register for MATH 103**B.24**

Great job! You scored XX% on the Graded Cumulative Assessment. Congratulations on completing the requirements for MATH 82. You will receive credit for this course when grades are submitted at the end of the semester. Please check your UH email and complete the student evaluation. The information that you provide will be valuable.

If you are considering registering for MATH 103 this semester, print this email and show it Tiana Cho, Math Counselor. You can either drop by her office (in Math Lab) when she is free or schedule an appointment (email tcho@hawaii.edu or phone 455-0430). She will discuss your options, their costs, and their due dates with you. Please meet with her as soon as you can to keep as many options open to you as possible.

Completed MATH 82 and start MATH 103**B.25**

Great job! You scored XX% on the Graded Cumulative Assessment. Congratulations on completing the requirements for MATH 82. You will receive credit for this course when grades are posted at the end of the semester. Please check your UH email and complete the student evaluation. The information that you provide will be valuable.

If you would like to get a head start on MATH 103, print this email and show it Tiana Cho, Math Counselor. You can either drop by her office (in Math Lab) when she is free or schedule an appointment (email tcho@hawaii.edu or phone 455-0430). She will share information about getting started on the MATH 103 homework assignments and will assist you with MATH 103 software registration.

Incomplete or Did Not Complete Course Requirements Blurbs

Passed assessment, but not quizzes blurb	B.26
<p>Great job! You scored XX% on the Graded Cumulative Assessment. You have finished part of the course requirements. In order to receive credit (CR) for this course this semester, you need to pass the (name) Quiz with at least 85% by (last day of instruction date). Please take it as soon as possible.</p>	
Did not pass quizzes by last day of instruction	B.27
<p>Since you did not pass all of the required (3 for MATH 18 or 4 for MATH 82) quizzes, I regret to inform you that you did not earn credit (NC) for this course in (semester year).</p> <p>You passed the following MATH XX paper-and-pencil quizze(s) this semester: (List quiz names)</p> <p>This/these can be applied to the MATH XX course requirements next semester if you forward or print this email to your instructor on the first day of class.</p> <p>Please check your UH email and complete the student evaluation. The information that you provide will be valuable.</p>	
Did not accumulate 20 attendance/participation points	B.28
Did not pass assessment blurb	a
<p>You have accumulated (#) points; (#) attendance points and (#) progress points, which is less than the required 20 points. Since you did not score at least an overall 85% on the Graded Cumulative Assessment by (last day of instruction date), I regret to inform you that you did not receive credit (NC) for this course.</p> <p>You passed the following MATH XX paper-and-pencil quizze(s) this semester: (List quiz names)</p> <p>This/these can be applied to the MATH XX course requirements next semester if you forward or print this email to your instructor on the first day of class.</p> <p>Please check your UH email and complete the student evaluation. The information that you provide will be valuable.</p>	

Did not accumulate 20 attendance/participation points (continued)	B.28
Did not pass all quizzes blurb	b
<p>You have accumulated (#) points; (#) attendance points and (#) progress points, which is less than the required 20 points. Since you did not pass all of the quizzes by (last day of instruction), I regret to inform you that you did not receive credit (NC) for this course.</p> <p>You passed the following MATH XX paper-and-pencil quizze(s) this semester: (List quiz names)</p> <p>This/these can be applied to the MATH XX course requirements next semester if you forward or print this email to your instructor on the first day of class.</p> <p>Please check your UH email and complete the student evaluation. The information that you provide will be valuable.</p>	

Started MATH 82 but did not finish blurb	B.29
<p>You got a good head start on MATH 82. You completed XX% of your ALEKS pie and passed the following MATH 82 paper-and-pencil quizze(s) this semester: (List quiz names)</p> <p>This/these can be applied to the MATH 82 course requirements next semester if you forward or print this email to your instructor on the first day of class.</p> <p>If you have not done so, please check your UH email and complete the student evaluation. The information that you provide will be valuable.</p>	

Did not pass assessment during finals week blurb	B.30
<p>You scored XX% on the Graded Cumulative Assessment, which is below the overall minimum passing score of 85%. I regret to inform you that you did not receive credit (NC) for this course.</p> <p>You passed the following MATH XX paper-and-pencil quizze(s) this semester: (List quiz names)</p> <p>This/these can be applied to the MATH XX course requirements next semester if you forward or print this email to your instructor on the first day of class.</p> <p>Please check your UH email and complete the student evaluation. The information that you provide will be valuable.</p>	

Did Not Complete Course Early Blurbs

Did not pass assessment early blurb	B.31
Completed 100% of pie	a
You scored XX% on the Graded Cumulative Assessment in ALEKS, which is below the minimum passing score of 70%. Please continue working in ALEKS and complete 100% of your pie again. Once you have finished, you will be able to schedule another Graded Cumulative Assessment.	
Completed 85% of pie	b
You scored XX% on the Graded Cumulative Assessment in ALEKS, which is below the minimum passing score of 85%. Please continue working in ALEKS and complete 85% of your pie again. Once you have finished, you will be able to schedule another Graded Cumulative Assessment.	