

# **MATH 18 & MATH 82**

## **Instructor's Manual**

**Mathematics & Science Division  
Leeward Community College**

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## Each Semester

### ***Before semester starts***

#### Course materials

- MATH 18 and/or MATH 82 materials will be emailed to you by the lead instructor.
  - Course syllabus
  - Know Your Syllabus answer key
  - Course contract
  - Student information sheet
  - Orientation PowerPoint
  - Orientation handout
- On page 1 of the syllabus, you will need to fill in your information, office hours, course CRN, course meeting days and times, classroom number, and ALEKS course code (***Appendix A.5***).
- On slide #1 of the Orientation PowerPoint, you will need to fill in your information and office hours. You must save your orientation PowerPoint as a pdf so you can later upload it to Laulima.

#### Duplicate course materials

- Course syllabus with 3 hole punch
- Know Your Syllabus answer key with 3 hole punch
- Course contract (2 copies per student) with 3 hole punch
- Student information sheet
- Orientation handout

#### Set up course in Laulima

#### ***Appendix A.1***

- Add Tools
- Create Syllabus
- Copy Know Your Syllabus Assignment
- Copy Resources
- Create Orientation PowerPoint
- Copy Instructional Videos Link
- Copy Quiz Videos Link
- Copy Computer Help Document

#### Announcements in Laulima

#### ***Appendix A.2***

- Post the “Announcement” blurb (***Appendix B.1***) in Laulima one week before the start of instruction.
- Using the *Mailtool* in Laulima, email the “Announcement” blurb (***Appendix B.1***) to all students one week before the start of instruction.
- Using the *Mailtool* in Laulima, email the “Announcement” blurb (***Appendix B.1***) again the Friday before the start of instruction.

### Set up course in ALEKS

### ***Appendix A.5***

- One MATH 18 and/or one MATH 82 course will be created for you by the lead instructor.
- Write down the ALEKS “Course Code” for each of your courses. Students will need your course code to be placed into your ALEKS course.
- Create a MATH 18 “practice course” and/or MATH 82 “practice course.”
- Create a MATH 82 “passed MATH 18 course” for MATH 18 students who completed MATH 18 and are interested in starting/completing MATH 82.
- Obtain the “Financial Aid Code” from ALEKS. Give this 2-week temporary code to your students who do not have the access code or cannot purchase the access code on the first day of class.
- Change account settings

### ALEKS gradebook

- Set up gradebook
- Check gradebook

### ***Appendix A.6***

### ***Appendix A.7***

### ALEKS students account

### ***Appendix A.15a***

- Students forgot their login name
- Students forgot their password
- Students forgot which email address they used to register in ALEKS

### Banner grading option

- Check your “Summary Class Lists” in Banner to make sure that the “Grade Mode” for each student is “Credit/No Credit.”
- If a student’s “Grade Mode” is listed as “Standard Letter A-F,” the student must change it on the first day of class.

### ***Mid-semester***

### eCAFE

### ***Appendix A.16***

- All student evaluations will be given by eCAFE.
- An email will be sent to you as a reminder to set up the online Course and Faculty Evaluation system for each course.
- As developmental math policy, you are expected to include the twelve questions listed in the Appendix in your survey, but you may add other questions up to the eCAFE 20 question limit.

## Week 1

### ***Check Banner***

- Frequently check your “Summary Class Lists” in Banner for students who dropped/added each course.
  - If the first day of class has not passed, email students the “Announcement” blurb (***Appendix B.1***).
  - If the first day of class has passed, email students the “Late registration” blurb (***Appendix B.2***).

### ***Class procedures***

#### Bring to class

- Stamp and writing tool
- Attendance gradebook
- Syllabus
- Student information sheet
- 2 copies of the contract for each student
- Orientation handout
- Copies of your ALEKS “Financial Aide Code” (***Appendix A.5***)

#### Before class starts

- Place in front of each computer in your section of the Emporium classroom: syllabus, student information sheet, 2 copies of the contract, and the orientation handout.
- Direct students to the appropriate section of the Emporium classroom according to the instructor’s name.

#### During class

- Have students read and follow the orientation handout. They should be:
  - Reading the orientation PowerPoint
  - Registering in ALEKS
    - Inform students to not click the back button while registering.
    - Students who do not have an ALEKS account should create one. Instructions are provided on the Orientation handout (First time ALEKS User).
    - Students who have an ALEKS account (previously or repeating) should re-activate their subscription rather than create a new account. Instructions are provided on the Orientation handout (Returning ALEKS User).
    - Students who do not remember their ALEKS login name or password need to click on “Forgot your login info?” in ALEKS and fill in their information (***Appendix A.15b***). ALEKS will email their login name and password to the address they provide. Students should then follow the Orientation handout (Returning ALEKS User).
  - Students will need the ALEKS access code, which can be purchased from the bookstore or online using a credit/debit card for a lesser price.

### During class (continued)

- Registering in ALEKS
  - Give students who do not have the access code or a credit/debit card the temporary 2 week “Financial Aide Code.”
  - Students using a credit/debit card to register in ALEKS will need to click on the green link that says “Go to ALEKS for course name: Semester course (18 weeks) Now” after their order is complete. If they do not, they will need to check the email that they registered with. The email should contain the 20-digit access code. Students will need to click on “SIGN UP NOW!” again in ALEKS and enter the access code.
  - If a student registered in ALEKS ahead of time but used a different course code, have the student change it to yours so that they are in your class (**Appendix A.14**)
- Doing the initial assessment
- Walk around your section and answer any questions students may have.
- Take attendance
  - Give students one attendance point in your gradebook **this week**.
  - Stamp/initial students “attendance” column on the last page of the syllabus.
- Collect the student information sheet and one copy of the contract (the second copy of the contract should be kept in students’ binders).
- Students who have their grading option as “Standard Letter A-F” need to change it to “Credit/No Credit”.
  - Students need to login to their UH portal, and then click on “Registration” and “Change Class Options.” They need to change “Grade Mode to “Credit/No Credit.”
- **Emphasize that the homework that is due before the start of the second class meeting. Students should keep the Orientation handout so they know what needs to be completed.**
- Notes for repeating students
  - Repeating student still need to sign a contract and score 100% the Know Your Syllabus assignment since there might be changes in course policies.
  - Students must forward or bring a copy of the email listing the quizzes they passed in the prior semester in order to be credited for this semester.
  - Note: Maui CC offers MATH 18 and MATH 82 but use MyMathLab and have substantially different course policies and procedures.

### After class

- Check students ALEKS pie by clicking on their name in the Basic IM-2 on the Home tab.
  - If it appears that they did not take an initial assessment this semester, you should assign them a practice comprehensive assessment (**Appendix A.10**).
- Email absent students the “Missed first class day” blurb (**Appendix B.3a**).
  - Refer students having problems registering in ALEKS at home, to the “ALEKS using credit or debit card” or “ALEKS using code” handouts in Laulima under Resources.
- Post the “Due second class” blurb (**Appendix B.4**) in Laulima.
- Email the “Due second class” blurb (**Appendix B.4**).



## Week 2

### **Check Banner**

- After the late registration period, email the lead instructor an excel file attachment of your MATH 18 and/or MATH 82 student roster (name and banner ID#). The lead instructor will send the class rosters to the testing locations. Students will not be able to take the graded cumulative assessment if their name is not on the list.

### **Class procedures**

#### Before class

- Check students Know Your Syllabus scores in Laulima **Appendix A.3**
- Check students ALEKS learning progress **Appendix A.8**
  - Created ALEKS account
  - Finished ALEKS initial assessment

#### Bring to class

- Stamp and writing tool
- Attendance gradebook
- Know Your Syllabus answer key
- List of students who did and did not score 100% on the Know Your Syllabus assignment, created an ALEKS account, and finished the initial assessment.
- Provide late registration and absent students with the syllabus, student information sheet, and 2 copies of the contract.

#### During class

- Walk around the classroom and interact with each student:
  - Periodically ask students if they need help. Some students may never ask for help, so if you see that they answered a question wrong, help them.
- Take attendance
  - Give students one attendance point in your gradebook **this week** if they attended class and completed the list below. Give students zero attendance points if they are missing any element on this list:
    - Scored 100% on Know Your Syllabus assignment
    - Created ALEKS account and finished initial assessment
    - Completed the Weekly Planner in the syllabus and brought it to class
    - Purchased the Instructional Materials Packet (might have to take the student's word for it if they did not bring to class)
    - Purchased the appropriate calculator and binder (might have to take the student's word for it if they did not bring to class)
- Students' progress sheet
  - Stamp/initial students "attendance" column if they earned one attendance point **this week**.
  - Do not stamp/initial students "attendance" column if they did not earn one attendance point **this week**.

### During class (continued)

- If students do not have their syllabus, you may stamp/initial their “attendance” column the following week. Remind students that they should bring their binder containing the syllabus, instructional materials packet, and notes with them to each class.
- Show each student their current intermediate objective in ALEKS, the due date, and the number of topics they need to master by Saturday in order to earn one progress point for the week.
- Pass out the Know Your Syllabus answer key (only after completion for the students who work on it during class time).
- Pass out and collect student information sheet(s) and one copy of the contract from students who did not attend class the first week.
- If a student was registered for the same course in another instructor’s section this semester but changed to your section after registering for ALEKS, the student will need to change their ALEKS course code to yours (**Appendix A.14**).

### After class

- Email students the “Absent” blurb (**Appendix B.5**) who did not attend class.
- Email students the “Missed another class day” blurb (**Appendix B.3b**) who have not attended the second class meeting.

## Week 3 – Week 16

### ***Sunday or Monday morning before class***

- Check the ALEKS *Time and Topic Report* **Appendix A.9**
  - MATH 18 students need to spend a minimum of 3 hours working in ALEKS each week if they did not score 100% on the week's intermediate objective.
  - MATH 82 students need to spend a minimum of 4 hours working in ALEKS each week if they did not score 100% on the week's intermediate objective.
  - Input the **Total Time (for date range)** each student spent in ALEKS **last week** (Sunday to Saturday) into your gradebook or you can download and print the *Time and Topic Report*.
- Check the ALEKS *Gradebook* **Appendix A.7**
  - Input each student's intermediate objective percentage for each week of the semester into your gradebook or you can download and print the ALEKS *Gradebook*.
  - Look at each student's intermediate objective percentage from **last week**.
    - If students scored 100% on their intermediate objective, then input one progress point into your gradebook.
    - If students did not score 100% on their intermediate objective, but spent the required time working in ALEKS, then input one progress point into your gradebook.
    - If students did not score 100% on their intermediate objective and did not spend the required time working in ALEKS, then input zero progress points.
  - During weeks when the scheduled class day falls on a holiday, students are still responsible for scoring 100% on their intermediate objective or logging 3 hours (MATH 18) or 4 (MATH 82) hours in ALEKS that week.
  - Students who finished 100% of their pie should be assigned the graded cumulative assessment. See pages 16-17.
    - If it is early in the semester (during or before the 8<sup>th</sup> week), ask students if they are interested in completing a second course's requirements this semester.
      - MATH 18 students who finish the MATH 82 requirements will receive prerequisite waivers into MATH 100, 103, or 115. No additional tuition will be required.
      - MATH 82 students can register for an 8-week section of MATH 103 that begins in the 9<sup>th</sup> week of the semester. Tuition will be charged and a new textbook package with MyMathLab code must be purchased.
      - In either case, the student should discuss options and requirements with the Developmental Math Counselor.
  - Students who finished at least 85% of their pie (**Appendix A.8**) during week 15 or week 16 should be assigned the graded cumulative assessment. See page 18.

### ***During non-class times***

- Pick up your quizzes from the testing center (BE-227) and Math Lab (MS-204) at least every other day. A folder with your name will contain your students' completed quizzes.
- Grade paper-and-pencil quizzes using the rubric and answer key.
- Email students' score using the "Paper-and-pencil quiz" blurbs (**Appendix B.8**)
- After students take the graded cumulative assessment, check your student list. Your list will be available to view at the campus testing center (BE-227) and the after-hours testing center (BS-109).
  - Students who took the graded cumulative assessment at the testing center or BS-109 will have the date and time listed.
- Move students from the main course in ALEKS to the practice course who officially withdrew from the class (**Appendix A.13**).

### ***Class procedures***

#### **Bring to class**

- Stamp and writing tool
- Attendance and progress gradebook
- Students intermediate objective percentages
- Students time and topic report
- Students graded quizzes

#### **During class**

- Walk around the classroom and interact with each student.
- Periodically ask students if they need help. Some students may never ask for help, so if you see that they answered a question wrong, help them.
- While helping students, you should try to follow the steps and procedures ALEKS uses to explain the problem so students do not become confused between different methods.
- Take attendance
  - Give students one attendance point in your gradebook **this week** if they attended class and are actively working in ALEKS.
  - Give students half an attendance point in your gradebook **this week** if they arrived to class 15 minutes late or if they left class 15 minutes early.
- Students' progress sheet
  - Stamp/initial students "attendance" if they earned one attendance point **this week**
  - Write "tardy" in the students "attendance" column if they were late to class or left class early **this week**.
  - Fill in the "hours worked in ALEKS" column with students' **Total Time (for date range) from last week** using their ALEKS Time and Topic Report.
  - Stamp/initial students "weekly progress point earned" if they earned one progress point for **last week's** intermediate objective.
  - Do not stamp/initial students "weekly progress point earned" column if they did not earn one progress point.

### During class (continued)

- If students do not have their syllabus, you may stamp/initial their “attendance” and “progress” columns the following week. Remind students that they should bring their binder containing the syllabus, instructional materials packet, and notes with them to each class.
- Notify students of their progress
  - Congratulate students who completed 100% of their intermediate objective.
  - Speak with students who did not earn the progress point for last week. Inform them that they did not earn one progress point for last week and the total number of attendance points and progress points they accumulated so far. Remind them that they can earn one progress point by spending at least 3 (for MATH 18) or 4 (for MATH 82) hours working in ALEKS each week.
  - Speak to students who did not score 100% of their intermediate objective, but spent the required time working in ALEKS. Ask them what might be preventing them from mastering a topic and remind them that they should go to the Math Lab for help. Also remind them that they should expect to spend more than the 3 (for MATH 18) or 4 (for MATH 82) hours needed to earn a progress point on the topics they have trouble with.
  - Speak to students who scored 100% on their intermediate objective, but did not spend the required time working in ALEKS. Remind them that if they spent more time in ALEKS, they could finish the course early.
  - Remind students who completed the specified intermediate objective in the syllabus to take that quiz.
- If students are close to completing 100% of their pie, ask them if they are interested in getting a head start or registering for MATH 82 or 103.
- Show students their quizzes
  - Congratulate students who scored 100% on their quiz.
  - Go over quizzes with students who did not receive a perfect score by briefly explaining why their answer is incorrect.
  - Provide worksheets to students who did not receive a passing grade on their quiz. Worksheets will be stored in the cabinet in the Emporium classroom and will be replenished by a chosen instructor. Worksheets should also be kept in your office. Students should not be watching quiz videos or completing worksheets during class.
    - Worksheet #1 – Did not pass quiz at first attempt
    - Worksheet #2 – Did not pass quiz at second attempt
    - Worksheet #3 – Did not pass quiz at three or more attempts
  - When students turn-in their worksheet, correct it at that moment. If the worksheet is correct, tell them that they can re-take the quiz. If the worksheet is incorrect, give them another worksheet and have them complete it.
- Remind students that they should be taking notes:
  - Write the name of the ALEKS topic
  - Write the problem with instructions and examples
  - Show step by step work
- Remind students to finish all of their topics for the week and take a quiz.

### During class (continued)

- Students extending their 2 week temporary ALEKS account.
  - Students are frequently reminded of their temporary account expiration date.
  - Students may extend their account before the expiration date by logging into ALEKS, clicking on “extend your account,” and going through the registration process.
  - Refer students who have problems/questions extending their ALEKS account to the “Extend ALEKS using credit/debit card” or “Extend ALEKS using code” handouts in Laulima under Resources.

### After class

- Email students the “Missed another class day” blurb (**Appendix B.3b**) who have not attended the third class meeting.
- Email students the “Absent” blurb (**Appendix B.5**) who were absent but scored 100% on last week’s intermediate objective.
- Email students the “Absent and did not earn progress point” blurb (**Appendix B.6**) who were absent, did not score 100% on last week’s intermediate objective, and did not spend the required time working in ALEKS.
- Call students who did not attend class and did not earn progress points for two consecutive weeks. Keep a record of students that you called.
- Call students who did not attend class for three consecutive weeks. Keep a record of students that you called.
- During week 15 and week 16, email students the “Absent week 15 or week 16” blurb (**Appendix B.7**) who were absent and did not accumulate at least 20 combined attendance and progress points by the last intermediate objective due date.

## Important Weeks

### **Week 6 to Week 8**

#### During class each week

- Strongly emphasize to students that they will automatically receive NC for the course if they do not score 70% on intermediate objective #7 and pass at least one quiz by the 8<sup>th</sup> week of instruction.

#### During non-class times of Week 6

- Post the “8<sup>th</sup> week reminders” blurb (**Appendix B.10**) in Lualima.
- Email the “8<sup>th</sup> week reminders” blurb (**Appendix B.10**) to students UH email and ALEKS email accounts.

#### During class of Week 8

- Students will have completed 70% of intermediate objective #7 if the number of topics they have left to master is less than 30.

### **Week 9**

#### During non-class times Monday morning

- Students must have scored at least 70% on intermediate objective #7 and passed at least one quiz to remain in the course for credit.
- Check the number of quizzes each student passed.
  - Be sure to collect all students’ quizzes from the testing center (BE-227) and Math Lab (MS-204) from the last day of instruction of the 8<sup>th</sup> week.
  - Grade quizzes using the rubric and answer key.
  - Email students’ score using the “Paper-and-pencil quiz” blurbs (**Appendix B.8**)
  - Email students the “Did not complete 8<sup>th</sup> week quiz requirement” blurb (**Appendix B.11**) who did not pass at least one quiz.
- Check each students intermediate objective #7 percentage in ALEKS.
  - Email students the “Did not complete 8<sup>th</sup> week ALEKS requirement” blurb (**Appendix B.12a**) who did not score at least 70% on intermediate objective #7 and did not pass one quiz.
  - Email students the “Did not complete 8<sup>th</sup> week ALEKS requirement” blurb (**Appendix B.12 b**) who did not score at least 70% on intermediate objective #7 but passed one or more quizzes.
- Move students from the main course in ALEKS to the practice course who did not meet the mid-semester course requirements (**Appendix A.13**).

### **Week 12 to Week 14**

#### During class each week

- Strongly emphasize to students that they should try their hardest to complete 100% of their pie by the end of the 14<sup>th</sup> week.
- Strongly emphasize to students that they will automatically receive NC for the course if they do NOT pass all quizzes by the last day of instruction.

### During non-class times of Week 12

- Post the “14<sup>th</sup> week reminders” blurb (**Appendix B.13**) in Laulima.
- Email the “14<sup>th</sup> week reminders” blurb (**Appendix B.13**) to students UH email and ALEKS email accounts.

### **Week 15 to Week 16**

#### During class

- Have a mini-conference with students to discuss their progress. During the conference, total the number of attendance and progress points students earned.
  - If students combined points are less than 20 points, they will need to score an overall 85% on the graded cumulative assessment and pass all quizzes on or before the last day of instruction in order to receive CR for the class.
  - If students combined points total are at least 20 points, they will need to score an overall 85% on the graded cumulative assessment by the last day of Finals Week and pass all the quizzes by the last day of instruction.
- Strongly emphasize to students that after they complete 85% of their pie, they can schedule the graded cumulative assessment and that they will be able to re-take the graded cumulative assessment up to the last day of instruction.
- Strongly emphasize to students that they must pass all of the quizzes by the last day of instruction.
- Schedule the graded cumulative assessment with students. Remind students that during Finals Week, the graded cumulative assessment will be taken in the Emporium classroom and they can only take it once.

### **After the last day of instruction**

#### During non-class times

- Check the number of quizzes each student passed.
  - Be sure to collect all students’ quizzes from the testing center (BE-227) and Math Lab (MS-204) from the last day of instruction.
  - Grade quizzes using the rubric and answer key.
  - Email students’ score using the “Paper-and-pencil quiz” blurbs (**Appendix B.8**).
  - Email students the “Did not pass quizzes by last day of instruction” blurb (**Appendix B.27**) who did not pass all of the quizzes.
- Total the number of attendance and progress points students earned.
  - Email students the “Did not accumulate 20 points” blurb (**Appendix B.28a**) who did not score at least an overall 85% on the graded cumulative assessment by the last day of instruction.
  - Email students the “Did not accumulate 20 points” blurb (**Appendix B.28b**) who did not pass all of the paper-and-pencil quizzes by the last day of instruction.
- After students take the graded cumulative assessment, check your student list. Your list will be available at the testing center (BE-227) and BS-109 throughout the semester. During Finals Week, your student list will be available in the filing cabinet in MS-211.



### During finals week

- Email MATH 18 students the “Started MATH 82 but did not finish” blurb (**Appendix B.29**) who started working in the MATH 82 ALEKS course and passed at least one quiz but did not finish all of the course requirements.
- Proctor graded cumulative assessments during your SCHEDULED class times on Monday through Thursday in the Emporium room, MS-211. Friday class times, open lab duty hours, and Math Lab computer room duty hours do not need to be held.
- There might be far more students in the Emporium room than you are used to but they should all be taking the graded cumulative assessment. Only general proctoring (making sure students do not load unauthorized web sites or use notes or books) needs to be done. Refer any students who want to study to the computer room of the Math Lab.

## Paper-and-Pencil Quizzes

- Pick up your quizzes from the testing center (BE-227) and Math Lab (MS-204) at least every other day. During the 8<sup>th</sup> and 14<sup>th</sup> week, you may want to pick up your quizzes daily. A folder with your name will contain your students' completed quizzes. If another instructor's quiz is in your folder, leave it in the appropriate instructor's mailbox.
  - The testing center in BE-227 is open Monday to Friday: 8:00 am to 4:00 pm
  - The Math Lab in MS-204 is open Monday to Thursday: 8:30 am to 7:30 pm and Friday: 8:30 am to 3:00 pm
- Grade quizzes using the rubric and answer key.
- Email students' score using the "Paper-and-pencil quiz" blurbs (**Appendix B.8**).
- Show students their quizzes during class or during your office hours. Go over the quiz by explaining why their answer is incorrect.
  - Provide worksheets to students who did not earn a passing grade on their quiz.
    - Worksheet #1 – Did not pass quiz at first attempt
    - Worksheet #2 – Did not pass quiz at second attempt
    - Worksheet #3 – Did not pass quiz at three or more attempts
  - Students who click on *Worksheets* in ALEKS will obtain a worksheet containing ALEKS questions. These worksheets are different from the worksheets you will provide students who did not pass a quiz. Answers to the ALEKS worksheets will be sent to your ALEKS email account.
- Quizzes will be replenished in the testing center (BE-227) and Math Lab (MS-204) by the lead instructor. Inform him/her if you notice there are only a few quizzes left. The lead instructor will not be responsible for any quizzes taken after the last day of instruction.
- Students who forward or bring a copy of an email sent to them by their previous instructor listing the quizzes they passed last semester should be credited this semester.
- When requesting to take a quiz at the testing center (BE-227) or Math Lab (MS-204), students need to know the name of the quiz they are taking and their instructor's name.
- Students may use a basic calculator (MATH 18) or a scientific calculator (MATH 82) during the quiz; however, they cannot use their notes or books.
- There is no specified time limit for quizzes but students must arrive at the appropriate testing location at least one hour before closing time.
- The testing location might refuse to administer assessments and quizzes to students during times that are not listed in the syllabus. The testing locations are closed on holidays, the day after Thanksgiving, Spring Break, and on other non-instructional days.

## Practice Assessments

- Practice assessments and routine assessments given by ALEKS may include topics that students have not mastered yet. When they encounter these problems during an assessment, they can attempt to do them or click on “I don’t know.”

### ***Monday of Week 4***

- Assign students a practice comprehensive assessment (***Appendix A.10***) for Sunday of week 5. Then, *Notify My Students* (***Appendix A.12***) by sending them the “Practice assessment” blurb (***Appendix B.9***).
- It is a good idea to “Cancel any ongoing assessments” (***Appendix A.11a***) before assigning any practice assessments.

### ***Monday of Week 8***

- Assign students a practice comprehensive assessment (***Appendix A.10***) for Sunday of week 9. Then, *Notify My Students* (***Appendix A.12***) by sending them the “Practice assessment” blurb (***Appendix B.9***).
- It is a good idea to “Cancel any ongoing assessments” (***Appendix A.11a***) before assigning the practice assessments.

### ***Optional assessments***

- Assign a practice comprehensive assessment (***Appendix A.10***) on Sunday of week 12 or week 14. Then, *Notify My Students* (***Appendix A.12***) by sending them the “Practice assessment” blurb (***Appendix B.9***).
- It is a good idea to “Cancel any ongoing assessments” (***Appendix A.11a***) before assigning the practice assessments.
- Assign a practice comprehensive assessment to individual students at any time:
  - Student has not worked in ALEKS for a while
  - Student requests for it
  - During week 15 and 16, students have about 90% of their pie completed.
- Note: Be careful when assigning practice comprehensive assessments close to the last day of instruction. Students must complete 100% or 85% of their pie again before they can take the graded cumulative assessment.

## Graded Cumulative Assessment

- After the late registration period, you must email the lead instructor an excel file attachment of your MATH 18 and/or MATH 82 student roster (name and banner ID#). The lead instructor will send the class rosters to the testing locations. Students will not be able to take the graded cumulative assessment if their name is not on the list.
- The lead instructor will not be responsible for any graded cumulative assessments taken after the last day of instruction.
- Students should be encouraged to pass all of their quizzes before taking the graded cumulative assessment, but it is not required.
- Students requesting to take the graded cumulative assessment at the testing center (BE-227) or BS-109 must know their instructor's name.
- Students may use a basic calculator (MATH 18) or a scientific calculator (MATH 82) during the graded cumulative assessment; however, they cannot use their notes or books. Scratch paper will be provided to them by the testing center.
- There is no specified time limit for a graded cumulative assessment but students must arrive at the appropriate testing location (BE-227 or BS-109) at least two hours before closing time.
- After students take the graded cumulative assessment, check your student list. Your list will be available at the testing center (BE-227) and BS-109. During Finals Week, your student list will be available in the filing cabinet in MS-211.
  - The testing center in BE-227 is open Monday to Friday: 8:00 am to 4:00 pm
  - The Online completer testing in BS-109 is open Monday to Thursday: 3:00 pm to 8:00 pm and Saturday: 9:00 am to 1:00 pm
  - Students who took the graded cumulative assessment at the testing center, BS-109, or the Emporium classroom will have the date and time listed.
- The testing location might refuse to administer assessments and quizzes to students during times that are not listed in the syllabus. The testing locations are closed on holidays, the day after Thanksgiving, Spring Break, and on other non-instructional days.

### ***Students who finish 100% of pie before the last day of instruction***

#### **Goal completion assessment**

- After students finish 100% of their pie, ALEKS will automatically assign them a goal completion assessment. If students' pie shrinks after the goal completion assessment, they should finish 100% of their pie again before taking the graded cumulative assessment.
- You may cancel the "Goal Completion Assessment" (**Appendix A.11a**).

#### **Assign assessments**

- Email students the "Completed 100% of ALEKS pie" blurb (**Appendix B.14**).
- Assign the graded cumulative assessment in ALEKS (**Appendix A.10**)
- You should "Cancel any ongoing assessments" in ALEKS (**Appendix A.11a**) before assigning the graded cumulative assessments.

### Assign assessments (continued)

- Email students the “Graded cumulative assessment” blurb (**Appendix B.16**).
- If students re-schedule their graded cumulative assessment and you want them to still be able to study in ALEKS, you will need to “Cancel assigned assessments” in ALEKS (**Appendix A.11b**) and assign the assessment to them again when they are ready.
- The graded cumulative assessment can only be taken once after the last day of instruction (during Finals Week).

### Assessment score for students who complete 100% of their pie in learning mode

- Students who scored at least 70% on the graded cumulative assessment and passed all of the paper-and-pencil quizzes will have completed all of the course requirements and receive CR for the course.
  - Email students the “Course completion” blurb (**Appendix B.18**) who do not want to start MATH 82 or MATH 103.
  - Email MATH 18 students the “Completed MATH 18 and register for MATH 82” blurb (**Appendix B.21**) who are considering registering for MATH 82 this semester. Note that student services will require students to finish MATH 18 by the end of the 8<sup>th</sup> week of the semester in order to be eligible to officially register for MATH 82. Also, financial aid cannot be increased after the 3<sup>rd</sup> week of the semester. These deadlines are subject to change so leave it up to the Developmental Math Counselor to go over them with the student.
  - Email MATH 18 students the “Completed MATH 18 and possibly MATH 82” blurb (**Appendix B.22**) who want to attempt to earn CR for MATH 82. Students have a reasonable chance at passing MATH 82 if it is prior to the 8<sup>th</sup> week of instruction.
  - Email MATH 18 students the “Completed MATH 18 and start MATH 82” blurb (**Appendix B.23**) who want to get a “head start” on MATH 82.
  - Email MATH 82 students the “Completed MATH 82 and register for MATH 103” blurb (**Appendix B.24**) who are considering registering for MATH 103 this semester. Note that student service will require students to finish MATH 82 by the end of the 8<sup>th</sup> week of the semester in order to be eligible to officially register for MTH 103. Also, financial aid cannot be increased after the 3<sup>rd</sup> week of the semester. These deadlines are subject to change so leave it up to the Developmental Math Counselor to go over them with the student.
  - Email MATH 82 students the “Completed MATH 82 and start MATH 103” blurb (**Appendix B.25**) who want to start MATH 103.
  - Email MATH 18 students the “Completed MATH 18 and 82” blurb (**Appendix B.20**) who finished all the course requirements for MATH 18 and MATH 82.
- Students who scored at least 70% on the graded cumulative assessment but did not pass all of the paper-and-pencil quizzes will have not completed the course requirements.
  - Email students the “Passed assessment, but not quizzes” blurb (**Appendix B.26**) if it is prior to the last day of instruction.
  - Email students the “Passed quizzes after assessment” blurb (**Appendix B.19**) who passed all of the quizzes after they passed the graded cumulative assessment.
  - The last day to take a quiz is the last day of instruction. NO quizzes will be given or graded after the last day of instruction.

#### Assessment score for students who complete 100% of their pie in learning mode (continued)

- Students who did not score at least 70% on the graded cumulative assessment need to complete 100% of their pie again in order to schedule another graded assessment.
  - Email students the “Did not pass assessment early” blurb (**Appendix B.31a**) who took the graded cumulative assessment before the last day of instruction and did not score at least 70%.
  - Prior to the last day of instruction, students who completed 100% of their pie again must score at least 70% on the graded cumulative assessment to pass.

#### ***Students who finish 85% of pie between last objective and last day of instruction***

##### Assign assessments

- Email students the “Completed 85% of ALEKS pie” blurb (**Appendix B.15**).
- Assign the graded cumulative assessment in ALEKS (**Appendix A.10**)
- You may want to “Cancel any ongoing assessments” in ALEKS (**Appendix A.11a**) before assigning the graded cumulative assessments.

##### Assign assessments

- Email students the “Graded cumulative assessment” blurb (**Appendix B.16**).
- If students re-schedule their graded cumulative assessment and you want them to still be able to study in ALEKS, you will need to “Cancel assigned assessments” in ALEKS (**Appendix A.11b**) and assign the assessment to them again (**Appendix A.10**).
- The graded cumulative assessment can only be taken once during Finals Week.

#### Assessment score for students who complete at least 85% (but not 100%) of their pie in learning mode

- Students who scored at least 85% on the graded cumulative assessment and passed all of the paper-and-pencil quizzes will receive CR for the course.
  - Email students the “Course completion” blurb (**Appendix B.18**).
  - Email MATH 18 students the “Completed MATH 18 and start MATH 82” blurb (**Appendix B.23**) who completed all of the MATH 18 requirements and want to get a “head start” on MATH 82.
  - Email MATH 18 students the “Completed MATH 18 and 82” blurb (**Appendix B.20**) who finish all the requirements for MATH 18 and MATH 82.
- Students who scored at least 85% on the graded cumulative assessment but did not pass all of the paper-and-pencil quizzes will have not completed the course requirements.
  - Email students the “Passed assessment, but not quizzes” blurb (**Appendix B.26**) if it is prior to the last day of instruction.
  - Email students the “Passed quizzes after assessment” blurb (**Appendix B.19**) who passed all the paper-and-pencil quizzes after they passed the graded cumulative assessment.
  - The last day to take a paper quiz is the last day of instruction. No quizzes will be given or graded after the last day of instruction.

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Assessment score for students who complete at least 85% (but not 100%) of their pie in learning mode (continued)

- Students who did not score at least 85% on the graded cumulative assessment need to complete 85% of their pie again in order to schedule another graded cumulative assessment.
  - Email students the “Did not pass assessment early” blurb (**Appendix B.31b**) who took the graded cumulative assessment before the last day of instruction and did not score at least 85%.
  - Prior to the last day of instruction, students who completed 85% of their pie again must score at least 85% on the graded cumulative assessment to pass.

***During final exam week***

Assign assessment

- Assign the graded cumulative assessment in ALEKS (**Appendix A.10**)
- You should “Cancel any ongoing assessments” in ALEKS (**Appendix A.11a**) before assigning the graded cumulative assessments.
- Email students the “Graded cumulative assessment during finals week” blurb (**Appendix B.17**).
- If students re-schedule their graded cumulative assessment and you want them to still be able to study in ALEKS, you will need to “Cancel assigned assessments” in ALEKS (**Appendix A.11b**) and assign the assessment to them again (**Appendix A.10**).

Assessment score during finals week

- Students who scored at least an overall 85% on the graded cumulative assessment and passed all of the paper-and-pencil quizzes will receive CR for the course.
  - 85% overall can be achieved by either scoring at least 85% on the graded cumulative assessment or by finishing 100% in learning mode and scoring 70% on the graded cumulative assessment.
  - Email students the “Course completion” blurb (**Appendix B.18**).
  - Email MATH 18 students the “Completed MATH 18 and 82” blurb (**Appendix B.20**) who finish all the requirements for MATH 18 and MATH 82.
- Students who score less than an overall 85% (described above) on the graded cumulative assessment will receive NC (no credit) for the course.
  - Email students the “Did not pass assessment during finals week” blurb (**Appendix B.30**).

## Completing Courses Early

### **MATH 18**

#### Students who want to register for MATH 82

- Move students from your MATH 18 course to your MATH 82 “passed MATH 18 course” in ALEKS (**Appendix A.13**)
- Add students to your MATH 82 course in Laulima (**Appendix A.4**)
- Provide students with the special part-of-term version of the MATH 82 syllabus. This version will have a modified attendance and progress requirement.
- Students will need to purchase the MATH 82 Instructional Materials Packet from the bookstore.
- **Students will need to sign the new course contract.**
- Students do not need to take the Know Your Syllabus assignment again.
- Students who successfully complete MATH 18 by the 8<sup>th</sup> week of instruction and want to register for MATH 82 need to follow the directions printed on their syllabus:
  - Print the “Completed MATH 18 and register for MATH 82” blurb (**Appendix B.21**) that you emailed them in order to register for MATH 82 this semester.
  - Drop by the Developmental Math Counselor’s office or schedule an appointment.
  - Show the verification sheet (email) to the Developmental Math Counselor, who will provide students with more information about registering for MATH 82.

#### Students who want to attempt to earn CR for MATH 82

- Move students from your MATH 18 course to your MATH 82 “passed MATH 18 course” in ALEKS (**Appendix A.13**)
- Add students to your MATH 82 course in Laulima (**Appendix A.4**)
- Provide students with the MATH 82 syllabus or have them print it out from Laulima.
- Students will need to purchase the MATH 82 Instructional Materials Packet from the bookstore.
- Students do not need to take the Know Your Syllabus assignment or sign the contract.
- Students should attend class; however, they are waived from earning the attendance point and progress point.

#### Students who want to get a “head start” in MATH 82

- Move students from your MATH 18 course to your MATH 82 “passed MATH 18 course” in ALEKS (**Appendix A.13**)
- Add students to your MATH 82 course in Laulima (**Appendix A.4**)
- **Students do not need to purchase the MATH 82 Instructional Materials Packet.**
- Students do not need to take the Know Your Syllabus assignment or sign the contract.
- Students do not need to attend class but should be encouraged to do so.

#### Students who do not want to start MATH 82

- Students do not have to attend class.



### Students completed MATH 18 and MATH 82 requirements

- Students who successfully complete MATH 18 and MATH 82 need to follow the directions printed on their syllabus:
  - Print out the “Completed MATH 18 and 82” blurb (**Appendix B.20**) that you emailed them in order to register for MATH 100, 103, or 115 next semester.
  - Drop by the Developmental Math Counselor’s office or schedule an appointment.
  - Show the verification sheet (email) to the Developmental Math Counselor, who will discuss transfer-level math course options and enter appropriate prerequisite waivers into the registration system.

### **MATH 82**

#### Students who want to register for MATH 103

- Students who successfully complete MATH 82 by the 8<sup>th</sup> week of instruction and want to register for MATH 103 need to follow the directions printed on their syllabus:
  - Print the “Completed MATH 82 and register for MATH 103” blurb (**Appendix B.24**) that you emailed them in order to register for MATH 103 this semester.
  - Drop by the Developmental Math Counselor’s office or schedule an appointment.
  - Show the verification sheet (email) to the Developmental Math Counselor, who will provide students with more information about registering for MATH 103.

#### Students who want to get a “head start” in MATH 103

- Students who successfully complete MATH 82 and want to start MATH 103 need to:
  - Print out the “Completed MATH 82 and start MATH 103” blurb (**Appendix B.25**) that you emailed them.
  - Drop by the Developmental Math Counselor’s office or schedule an appointment.
  - Show the verification sheet (email) to the Developmental Math Counselor, who will provide students with more information about the redesigned MATH 103 course and help them with software registration.

#### Students who do not want to start MATH 103

- Students do not have to attend class.

## **Open Lab Duty Time in the Math Lab or Emporium Classroom**

### ***Throughout the semester***

- Walk around the room and interact with each student using ALEKS.
- Periodically ask students if they need help. Some students may never ask for help, so if you see that they answered a question wrong, help them.
- If MATH 9, 18, or MATH 82 students are in the room and actively working in ALEKS, you should not be correcting quizzes nor doing other work.
- If MATH 9, 18, or MATH 82 students are not in the room and students from other math courses ask you for help on their online homework, you should help them. However, helping students using ALEKS is your first priority.
- You can assist MATH 9, 18, or 82 students with printed worksheets but students from other courses who ask questions about printed textbook homework should be referred to the front (tutoring) room of the Math Lab.
- If an instructor who shares an open lab duty time with you is absent, you might have more students than usual to monitor. There are two rooms with open computer labs (Emporium and Math Lab computer room) so if one room is busy and the other is not, an “extra” instructor in the slower room might be asked to assist in the busier room.

### ***Finals Week***

- All graded cumulative assessments are supposed to be taken in the Emporium classroom, MS-211. No student should be sent to the testing center but if a student does take one there, count it as their one allowable attempt.
- Faculty are expected to proctor exams during their SCHEDULED CLASS TIMES Monday through Thursday, but not during their open lab duty times. Friday class times, open lab duty hours, and Math Lab computer room duty hours do not need to be held.
- The lead instructor will leave a copy of each instructor’s student lists in the filing cabinet in the Emporium classroom.
  - Fill in the date and time for each student who took the graded cumulative assessment in the Emporium classroom.
- There might be far more students in the Emporium room than you are used to but they should all be taking the graded cumulative assessment. Only general proctoring (making sure students do not load unauthorized web sites or use notes or books) needs to be done. Refer any students who want to study to the computer room of the Math Lab.

## **Instructor Absence**

### ***Needs coverage***

#### **Scheduled class time**

- Notify the division secretary of your absence.
- Notify the other instructor(s) in the Emporium room and Math Lab computer room during your class time of your absence.
- The instructor who covers your class will stamp/initial your students “attendance” column but will not stamp/initial the “progress” column or fill in the “hours spent in ALEKS” column.
- The instructor who covers your class will answer any questions your students may have in ALEKS but might not have as much time to spend with each student due to under coverage.
- When you come back to class, you will need to stamp/initial your students “progress” column and fill in the “hours spent in ALEKS” column for the week(s) you were absent.

#### **Emporium and Math Lab computer room open lab duty**

- Notify the other instructor(s) in the Emporium room and Math Lab computer room who have class during your duty time of your absence.
- The other instructor(s) on duty will help open lab students with ALEKS but cannot discuss quiz results and course progress details with the student.

### ***Covering another instructor***

#### **Scheduled class time**

- You should be notified by the instructor of their absence.
- If you are an on duty instructor in the Emporium room, then you will need to:
  - Stamp/initial the absent instructor’s students “attendance” column. You should not stamp/initial the “progress” column or fill in the “hours spent in ALEKS” column.
  - Check on the absent instructor’s students as well as the open lab students by answering any questions they may have in ALEKS.
  - Ask students to save questions about their quiz results and class progress details for when “their” instructor returns.
- If there is no instructor on duty in the Emporium room and you have a scheduled class at the same time as an absent instructor then you will need to:
  - Stamp/initial the absent instructor’s students “attendance” column. You should not stamp/initial the “progress” column or fill in the “hours spent in ALEKS” column.
  - Primarily assist your scheduled class but occasionally check on the absent instructor’s students by answering any questions they may have in ALEKS.
  - If the Emporium room is very busy then check to see if an instructor who is on duty in the back of the Math Lab can be spared to assist in the Emporium room.
    - If there are two instructors on duty at the time in the computer room of the Math Lab then ask one of the instructors to assist in the Emporium room instead.

### Scheduled class time (continued)

- If there is only one instructor on duty in the back of the Math Lab, then only ask him/her to help in the Emporium room if the Math Lab computer room is very slow. In that case, notify the Math Lab manager so that he/she can let students know to ask for assistance in the front of the Math Lab if they run into problems.

### ***Covering another instructor***

#### Emporium and Math Lab computer room open lab duty

- You should be notified by the instructor of their absence.
- Answer any questions students may have in ALEKS.
- If you are very busy with the students, then check to see if an instructor who is on duty in the back of the Math Lab can help students in the Emporium room.
  - If there is only one instructor on duty in the back of the Math Lab and the Math Lab computer room is very slow then ask him/her to help students in the Emporium room. In this case, notify the Math Lab manager so that he/she can let Math Lab students know to ask for assistance from the front room of the Math Lab if they run into problems.
  - If there are two instructors in the back of the Math Lab then ask one of them to assist in the Emporium room.

### Weekly Duties Outside of Class

	Each Week	Throughout the Semester
Before Week 1	<ul style="list-style-type: none"><li>• Create syllabus</li><li>• Duplicate course materials</li><li>• Set up courses in Laulima and ALEKS</li><li>• Post and email “Announcement” blurb</li></ul>	<ul style="list-style-type: none"><li>• Check ALEKS Time and Topic<ul style="list-style-type: none"><li>• Input students time spent in ALEKS into your gradebook or print the ALEKS Time and Topic Report.</li></ul></li><li>• Check ALEKS Gradebook<ul style="list-style-type: none"><li>• Input students’ intermediate objective percentage into your gradebook or print the ALEKS Gradebook</li></ul></li><li>• Determine whether students earned progress point</li><li>• Paper-and-pencil quizzes<ul style="list-style-type: none"><li>• Pick up quizzes from the testing center and Math Lab frequently</li><li>• Grade quizzes using rubric</li><li>• Email students their score using the “Paper-and-pencil quiz” blurbs</li></ul></li><li>• Assign practice comprehensive assessments</li><li>• Assign graded cumulative assessments<ul style="list-style-type: none"><li>• Email students their assessment date</li><li>• Email students who pass/not pass the course</li></ul></li><li>• Move students ALEKS accounts</li><li>• Email “Absent” blurb</li><li>• Email “Absent and did not earn progress point” blurb</li><li>• Call students who did not attend class and did not earn one progress point for two consecutive weeks</li><li>• Call students who did not attend class for three consecutive weeks.</li></ul>
Week 1	<ul style="list-style-type: none"><li>• Check banner and email students who added course</li><li>• Email “Late registration” blurb</li><li>• Email “Missed first day” blurb</li><li>• Post and email “Due second class” blurb</li></ul>	
Week 2	<ul style="list-style-type: none"><li>• Email student roster to lead instructor</li><li>• Check students Know Your Syllabus scores</li><li>• Check students ALEKS account for initial assessment</li></ul>	
Week 4	<ul style="list-style-type: none"><li>• Assign the practice comprehensive assessment in ALEKS for Sunday of the 5<sup>th</sup> week</li></ul>	
Week 6	<ul style="list-style-type: none"><li>• Post and email the “8<sup>th</sup> week reminders” blurb</li></ul>	
Week 8	<ul style="list-style-type: none"><li>• Assign the practice comprehensive assessment in ALEKS for Sunday of the 9<sup>th</sup> week</li></ul>	
Week 9	<ul style="list-style-type: none"><li>• Check students intermediate objective #7 percentage and the number of quizzes they passed.</li><li>• Email students who did not complete 8<sup>th</sup> week requirements</li><li>• Move students who did not meet the requirements into the ALEKS “practice course”</li></ul>	
Week 12	<ul style="list-style-type: none"><li>• Post and email the “14<sup>th</sup> week reminders” blurb</li></ul>	
Week 15	<ul style="list-style-type: none"><li>• Assign graded cumulative assessment to students who completed 85% of their pie</li></ul>	
Week 16		
Finals Week	<ul style="list-style-type: none"><li>• Check the number of quizzes students passed</li><li>• Email “Did not pass quizzes by last day of instruction” blurb</li><li>• Check and email students who passed/not passed the course</li></ul>	