

# **East Central University**

## **MATH 0214 Intermediate Algebra**

### Policies & Management Handbook

Revised 8/20/04

# POLICIES

## Attendance

- § Take roll each day of class. This can be done with a sign-in sheet or by calling roll.
- § Students who miss 6 class meetings *may* be administratively withdrawn from the class. (See “What to do if a student misses a required class . . .” in the Management section.)
- § Disable the ALEKS account of any student who has dropped the class or has been dropped by the instructor. (Do this as soon as you file the AW or have signed the drop card.)

## Cell phones/pagers

- § Students should be advised to turn off cell phones and pagers during class time.

## Audio CDs

- § It is up to the individual instructor whether students should or should not be allowed to listen to music during class time. In no case should the playing of CDs distract other students.

## Video CDs

- § Students may view the algebra videos during class time, but they must use the headphones. The videos may **not** be viewed during assessments.

## Assisting Students

- § Use a notepad to help with explanations.
- § Avoid writing in the students’ notebooks. Have students write their own notes in their notebooks.
- § At the instructor’s discretion, instructor-written explanations may be left temporarily with a student. It is preferred that these papers be kept by the instructor. At the very least, they should be collected by the end of class.

## Notes

- § Encourage students to keep organized notes while working in ALEKS
- § Remind students who print out explanations from ALEKS that they may **not** use computer printouts on an assessment.

## Assessments

- § Students must take **scheduled ALEKS** assessments in the Squad Room (216 SCH).
- § Students must work all assessment problems without any help from the instructor or other students (i.e., no talking permitted during an assessment).
- § Questions dealing with computer malfunctions are allowed; however, these *questions* must be directed only to the instructor.
- § Notes and calculators are permitted on ALEKS assessments. Students *may* use *only* their own handwritten notes. No computer printouts or notes written by someone other than the student will be allowed. (An exception will be made under ADA accommodations.) Students may **NOT** share notes or calculators with other students during an assessment.
- § After the first day of a scheduled assessment, the instructor should *try to* contact students who did not attend class. Follow up with an AW as needed.
- § *ALEKS accounts should be disabled for students who did not complete a scheduled assessment. The accounts can be enabled as the students enter class the next day.*
- § **WARNING!** *If a student was in an assessment and a scheduled assessment comes up, the previous assessment will be cancelled and s/he must start over.*

## Forms and Surveys

- § On the first day of classes, ask students who are repeating the ALEKS course from the previous semester to stay after class. They should each fill out an Extension Request Form (see the Extension Request Form instruction sheet for details.)

## Academic Misconduct

- § Assessments are to be treated as exams in this class. Cheating on assessments will not be tolerated and students found guilty of dishonesty may be dismissed from the class or receive an “F” for the course.

**Special Summer Semester Changes**

- § Students must attend class EVERY day.
- § Students who miss 3 class meetings may be administratively withdrawn.
- § No COMPASS exam is scheduled during the summer semester.

# MANAGEMENT

## How to Set Up Your ALEKS Course

1. Log into ALEKS.
2. Select your name.
3. Click on the **New Course** button.
4. *General* Tab  
Name: **MATH 0214 Spring 2003 11:00**  
Instructor: (Should already have your name here.)  
Category: (Select **Beginning Algebra**.)  
Click on SAVE.
5. *Status* Tab  
Enrollment Status: (Select **Opened**.)  
Students Access: (Select **Regular**.)  
Click on SAVE.
6. *Assessment* Tab  
Assessment: Initial (Select **College**.)  
Other (Select **College**.)  
Click on SAVE.
7. *Learning* Tab  
Select Printable Worksheet  
16 questions  
Automatically send me messages with answers to  
worksheets.  
Deselect all other options.  
Click on SAVE.

## **You've set up your class, now what?**

Do . . .

- § Do observe the regular class time. That is, BE ON TIME for class each day, and stay the full 50 minutes.
- § Do get a substitute (another instructor, if possible) to take your place if you need to be gone. Also, advise Dr. Duggan of your absence and who the substitute will be. This alerts Dr. Duggan in case he needs to be available to assist the substitute with problems that may arise such as computer glitches, assigning new passwords, canceling assessments, etc.
- § TOUR THE CLASSROOM CONSTANTLY even during scheduled assessments. Occasionally ask students if they need help. Remember, these students need extra intervention that you don't typically perform in a regular class to keep them on task.
- § Be alert for the yellow "Please check your responses carefully" box on a student's screen during an assessment. Point out that this means they missed this question earlier in the assessment. ALEKS is giving them a second chance to get it right.

Don't . . .

- § Don't just sit there and wait for students to come to you for help!
- § Don't do anything during your Intermediate Algebra class that you would not do in a regular math class. For example, don't perform class management activities (sending emails, etc.) or surf the Internet or grade papers from another class during your Intermediate Algebra class. These activities distract you from the primary focus of your time in class (to help the students who are there) and are best performed in a setting away from the students.

## **What to do if a student misses a class . . .**

- § Contact a student via e-mail if he or she misses a class day.
- § Do not automatically withdraw a student for missing 6 days. Administrative withdrawal should be used only when a student is not attending *and* is not logging in and making progress in ALEKS. Even then, it should be applied sparingly and only after attempts to contact the student through every available means have failed to elicit a response from the student.

## **ALEKS Assessments**

- § Prepare sign-in sheets for scheduled ALEKS assessments. Have the students sign in when they enter the lab.
- § After any assessment, have students look at their pie. If they lost some objectives on the assessment, they will likely see those objectives back in their pie. Have them work on those items first to try to gain them back quickly.

**When ALEKS won't respond . . .**

- § When the NEXT and EXPLAIN buttons are grayed and ALEKS does not respond to the mouse, have the student click on Reload in the browser toolbar.
- § If reloading does not relieve the problem, have the student exit ALEKS and log in again. ALEKS will bring them back to the problem they were working on.
- § If logging back into ALEKS does not solve the problem, have them restart the computer.
- § If restarting the computer does not solve the problem, have the student switch to a different computer.

## Helpful How To's

### How to Schedule An Assessment For The Whole Class

1. In the Advanced Module, click on your course to highlight it. Then click on the **Edit** button.
2. Select the **Advanced** tab; then click on **Schedule Assessment**.
3. Select the date, time, and location for the assessment.
4. Click on the **Message** tab if you wish to add a message.
5. Click on the **Advanced** tab and select "No automatic assessment for 5 days prior" and "keep this request active until that day."

### How to Request/Cancel an Assessment For One Student

1. Click on a student's name to highlight it. Then click on the **Report** button.
2. Under the pie charts, click on **Request Assessment**.
3. In the new window, go to the pull-down list for **Action**. Select **Request a new assessment (taken in College only)**.
4. If you wish, write a new message under **Comment**.
5. Click on the red **Click to confirm** button.
6. You should see, "Message sent successfully."

To cancel an assessment, repeat Steps 1 and 2, this time selecting **Cancel Assessment**. Proceed to Step 5.

### How to Deny Access to ALEKS For The Whole Class

1. In the Advanced Module, click on your course to highlight it. Then click on the **Edit** button.
2. Select the **Status** tab. Note there are 3 choices for student access. Select **Denied**.
3. To change the status for the entire class, repeat Steps 1 and 2, selecting **Regular**.

### How to Disable/Enable a Student's Account

1. In the Advanced Module, click on a student's name to highlight it.
2. Click on the **Edit** button.
3. Select the **General** tab.
4. Go to the "Status" line below their ID and email address boxes.
5. Select **Disabled** or **Enabled**.

### **How to Find Out How Many Objectives a Student Had *Before* Taking an Assessment**

1. In the Advanced Module, click on a student's name to highlight it.
2. Click on the **Report** button.
3. At the top of the screen, click on the pull-down list.
4. Select the Learning report which precedes the appropriate assessment.
5. Click on **Graph**.

### **How to Print the Entire List of 213 Objectives**

1. In the brown ALEKS toolbar select Standards & Syllabi in the pull-down list.
2. Open the East Central University Standard folder by clicking on the +.
3. Click on Beginning Algebra.
4. In the list of syllabi to the right, select Default.
5. Click on the **Edit Syllabus** button.
6. In the lower portion of the screen is the Syllabus Editor. Click on Algebra (with Arithmetic) and click on the **Open All** button.
7. Click on the X at the right end of the gray bar.

You should now see the outline of topics with an objective number by each topic.

To print the entire list of objectives, click on **Print** on the brown ALEKS toolbar.

### **How to View a Sample Problem/Explanation**

Repeat Steps 1-7 above. Click on the objective desired.