

Class Procedures

We will use WebAssign primarily for this course. Blackboard will be used for additional instructor resources.

1. On the first day of class, July 7th, you must use the WebAssign Class Key provided by your instructor to create your account on WebAssign and start working on your assignments. (See attendance policy.)
2. The first assignment to complete is called Entering Math Answers in Enhanced WebAssign. In fact, you won't be able to access any other assignments until you score 100% on this one. This assignment details how to enter your answers on WebAssign.
3. Once you complete that first assignment, I strongly suggest that you follow this order on all sections: first read the PowerPoint and watch the lecture video for the current section, then complete the Homework assignment. The quizzes are designed to help you test your knowledge of the material in a limited time frame. The exams are a major portion of your grade so be sure to log on and complete your exams during the times they are open.
4. The quizzes are times at 60 minutes each. Once you click on the quiz, you will have 60 minutes to finish it. Once you start the quiz, the timer begins and keeps going even if you log out, so be sure that you have an uninterrupted 60 minutes before you click on the quiz. The password for every quiz is the word **ready**.
5. Each of the three semester exams are timed exams. Once you click on the exam, you will have 2 hours to finish 15 – 20 questions. Once you start the exam, the timer begins and keeps going even if you log out, so be sure that you have an uninterrupted two hours before you click on the exam. The password for every main exam is the word **ready**.
6. The final exam is also a timed exam. Once you click on the final exam you will have 2 hours and 45 minutes to finish 20 questions. Once you start, the timer begins and keeps going even if you log out, so be sure that you have an uninterrupted two hours and forty-five minutes before you click on the exam. The password for your comprehensive final exam is the word **ready**.
7. It is essential that you try to keep up with the calendar that accompanies the syllabus. We cover several sections each week. There are no extensions on quizzes or exams without a documented reason, so you need to keep up on the homework so that you can be successful on the exams.
8. You can get extensions for the homework assignments. You have two days to request the extension, but once you have requested it you only have one day from the time you accepted the extension to complete the assignment. Note, the time due will not necessarily be 11:59PM. In order to request an extension for a homework assignment, the deadline had to pass. Click on Past Assignments and then click on "Ask for Extension" on the assignment you wish to extend. If you view the answer key first, the system will not let you request the extension. Homework extensions come with no penalty, however the best thing to do is to get your work done on time. If you rely too much on taking extensions, you will get too far behind and not be prepared for quizzes and exams when they come. You cannot ask for extensions after the last day of class.
9. **Resources:** You can click on resources at the bottom of your WebAssign homepage and you will be able to access PowerPoint lectures from the publisher as well as the Cengage lecture videos for each section that we cover. These are great built in resources to add to what your instructor provides.

I hope this will help to get you started in the course. You should be able to start working on the WebAssign assignments beginning Tuesday, July 7th. Please log in on July 7 and get started on the course. Anyone who has not registered for WebAssign and has not submitted any assignments into WebAssign by Thursday, July 9th at 11:59 PM may be **dropped** from the course. I will be monitoring who has not registered after the first day and sending reminder emails.

Please let me know if you have any questions. Good luck in the course!

A handwritten signature in black ink, appearing to read "G. De V. H. Jr." with a stylized flourish at the end.