Getting Started

I. Where Do I Purchase my Course Materials?
   a. You can purchase the learning materials from the City College Bookstore. There are several bundles available. A MyMathLab access code must be included in the bundle. Math 46 and 96 students can purchase the MyMathLab access code alone online with a credit card; Math 38 students cannot, because they also need the Study Skills book by Bass.
   b. See the Orientation Handout or student handbook for specific textbook and bundle information.

II. How Do I Register for Online Learning in CourseCompass?
   a. Go to http://www.coursecompass.com
   b. Click on Take a Tour
   c. Click on Register & Enroll in a Course: Student Tour
   d. After going over the instructions given in the video, you are ready to enroll
   e. Here is the information you will need to register:
      i. Access Code: comes with your materials bundle in the MyMathLab insert that is shrink-wrapped.
      ii. Course ID: Math 38 – kater73964
         Math 46 – kater05487
         Math 96 – kater59902
      iii. School ZIP Code: 92101
      iv. You will need a valid email address
      v. Login Name: Please use your last name as part of your login name if possible. This makes it easier to identify you while reviewing your work.
      vi. Make sure to pick a password that you will remember (write it down in an accessible location)
   f. After you are done registering, you will be ready to login to your course.

III. How Do I Login To My Account?
   a. Go to http://www.coursecompass.com
   b. Click on Login (Student option where you will enter your login name and password.)
   c. EVERY time that you Log in, check General Announcements for updates, outages, etc.
   d. Then click on the course link for your class (e.g. Math 38 PreAlgebra & Study Skills Fall 2010 CRN 73964) located on the upper left corner of your browser.
   e. Congratulations: Now you are almost ready for your class.

IV. How Do I Make My Computer Ready to For CourseCompass?
   a. First you login to your course on www.coursecompass.com
   b. Click on your Math course.
   c. Click on Installation Wizard
   d. Click on MyMathlab Installation Wizard
   e. Follow the instructions to install the plug-ins.
   f. If you have problems installing MyMathLab, follow directions at this site: http://247.prenhall.com/articles/article.asp?p=331654 (if you still have problems, please call 1-800 6 professor, or 1 800 677-6337 ).
   g. Congratulations, now you are ready to access your course in MyMathLab.
V. How Do I Check Announcements?
   a. First you login to your course on www.coursecompass.com
   b. Click on your Math course.
   c. The home page for the course is the Course Announcements page. You can’t miss it! Scroll down to see all the announcements. If you are on another page, click on the Announcements link on the course menu.

VI. How Do I Study For This Class?
   a. For each section in your book:
      i. Outline the section with bullet points in your course notebook (see BPR document).
      ii. Review your BPR outlines of this section and all previous sections in the chapter.
      iii. Watch the section video and take notes, again, in your notebook.
      iv. Work Practice Exercises in the section. Practice Exercises follow each exercise. Answers to practice exercises are in Answers to Selected Exercises after the Appendices.
      v. Do the assigned homework for the section on the computer in course compass. Record work in notebook for reference. Obtain a score of 70% or better for each homework assignment.
      vi. Review the homework exercises.
      vii. Do the quiz for that section on the computer in course compass. Record work in notebook for reference. Obtain a score of 70% or better.
      viii. Organize your notebook containing BPR outline, practice exercises, homework problems, and quiz problems. Be prepared to show your notebook to faculty and tutors.
   b. Repeat the steps above for the next section. Work through each section until you complete the chapter.
   c. When you have completed the chapter, do the study plan for that chapter. Click the “study plan” button on the left side bar in course compass. Select the chapter, select the sections highlighted in blue and do the problems. The study plan is an excellent way to review the chapter and prepare for the unit exam.
   d. Repeat the above steps until you have completed the required chapters and sections to take a unit exam. Refer to the class outline below or Learning Flow Overview in Chapter Contents in CourseCompass for unit exam intervals.
   e. Take a unit exam. When you have completed the sections required for a unit exam, take your picture CSID card to the front counter and signup for the exam on the testing station clipboard.
   f. Repeat all steps until you have completed all course sections and exams.
   g. Take the practice final (optional, but recommended). Practice finals are located at the back of the printed textbook and in the Take a Quiz link in CourseCompass.
   h. Take the final exam. The final is one attempt only and no calculator allowed. Remember that you must pass the departmental final exam with 60% (36/60 questions) or better to pass the course. So, all your study efforts should be directed toward long-term learning in preparation for the final exam.

VII. How Does Course Compass track my login time?
   a. Course Compass only tracks time in homework, quizzes, and study plan. It does not track time spent accessing the online textbook or taking exams.
b. Tip: if you want Course compass to track the time you spend with the online
textbook or watching videos, access them through the homework or study plan.
c. Note that time tracked by Course Compass is cumulative. To help you track it, a
printout will be posted on the Math Center bulletin board, the Monday after an
attendance check, showing the target time you need to reach by the next
attendance check to satisfy your minimum login requirement for the time period.
d. Click on Course Compass, then click Show Overall Score. The number at the bottom of
the Time Spent column is your homework, quiz and study plan total time so far. The
total time must meet or exceed the target time on or before the next attendance
check.

VIII. How Do I Access The Videos?
    a. Click on Chapter Contents (located on the upper left corner of your browser).
    b. Scroll down to the chapter you are planning to study, then click on it (let’s say
       chapter 1)
    c. Again, scroll down the page to the section you are interested to study (let’s say
       section 1.3) then click on it.
    d. Click on Video presentation
    e. Have your notebook ready to take notes.
    f. You can enlarge the video by clicking on the enlarge icon located on the upper right
corner of the video player.
    g. You can fast forward the video, or move it back to replay material you have already
       viewed.
    h. The videos can also be accessed by simply accessing the multimedia textbook and
       clicking on all the related icons.

IX. How Do I access The Multi-Media Text Book?
    a. Click on Chapter Contents (located on the course menu on the left side of your
       window).
    b. Scroll down to the chapter you are planning to study, then click on it (for example,
       chapter 1)
    c. Again, scroll down to the section you are interested to study (for example section
       1.3) then click on it.
    d. Click on video presentation in Video Lecture.
    e. Click on the multimedia textbook section to access the entire textbook with links to
       multimedia:
       i. Some examples are worked out on a short video (the length vary from several
          seconds to few minutes)
       ii. There are also some recorded explanations of concepts and examples (Audio)
       iii. You also have the opportunity to practice by working out problems. (You Try It)

X. How Do I Access My Grade Book?
    a. Click on the Gradebook link located on the course menu.
    b. It should be self-explanatory from here on.
    c. The homework, quiz and study plan scores are automatically entered into the
       Gradebook. The exam scores must be entered manually, so give them time to be
       posted.
    d. The final exam score will be added separately to your course average after it is
       graded.
XI. How Do I Access The Course Calendar?
   a. Click on the **Course Calendar** button on the course menu on the left of your course window.
   b. A new window or tab will appear displaying the Course Calendar. The calendar includes holidays and key course deadlines. You should see the current month and in those dates where an icon is displayed, you can click on each entry to see more details.

XII. How Do I Do My Homework?
   a. Click on **Do Homework** in the course menu.
   b. Select the homework assignment you would like to work on. Note that the prerequisite for each homework assignment is the preceding quiz or exam.
   c. A list of problems will pop up. Note that the problem numbers correspond to the numbers in the section exercises in the book. That is, Problem 7 in the Homework Sec 1.5 on the computer will be a problem very similar to problem 7 in the section 5 exercises in chapter 1 of the textbook. The only difference is that the numbers in the online homework are randomly generated. Same objective, different numbers.
   d. Select one of the problems.
   e. Then proceed to answer the question using paper and pencil first (read carefully the question as well as the way the software wants you to provide the answer, then enter your answer(s) in the space provided). It is very important that you pay close attention to the format in which the question asks you to submit your answer. If your format is even slightly off, the question will be marked incorrect by the software. I have also made answers to the odd numbered exercises available at the bottom of the Chapter Contents page. These are the answers to the odd numbered problems in the book. You can look at how the author has answered a similar question to the one you are doing online and you can then duplicate the format of this answer, which is how the software is expecting you to give the answer.
   f. Click on **Check Answer** located on the lower left corner.
   g. Click on **Next Exercise** to do the next problem.
   h. You may want to view an example first, in this case Click on **View an Example** located on the right middle of the homework window.
   i. If you still need help, you may want to ask the system to guide you in the solution of your problem by giving you step-by-step help. To do this click on **Help Me Solve This**. In this case you do not get credit for the problem. But you still can redo a similar problem for credit.
   j. Just click on **Back to Problem** Located on the Lower left corner.
   k. You can do all the assigned problems on one sitting, or do few at the time.
   l. Don’t forget to click on **Submit Homework** located on the lower right corner. You can do this after each sitting, or after you are done with all the homework for that particular section.
   m. Last, you can redo the problems as many times as you wish, till you get a good grasp of each problem. The computer will only remember your best score.

**Very Important:** Each homework assignment has a prerequisite, which is either the previous quiz or an exam. For example, to be able to work on homework 2.2, you must take the quiz on section 2.1 first, and receive at least 70% in it.

**Note:** More than likely, your goal is to receive a much higher score than the 70% passing level for each homework assignment. The 70% cut off is to make sure that you cover each section
before you take the quizzes and exams. You can redo homework, quizzes and study plan problems at any time to improve your score.

XIII. I Think My Answer Is Correct, But The Computer Is Counting It Wrong?
   a. You should realize that the learning system is smart, but not all knowing. It requires that you provide answers in a specific format
   b. An answer is counted wrong, if you enter it in a different format. So, the key is to make sure that you understand the required format by reading the problem carefully.
   c. If there is, in fact, and error, no need to get upset with the learning program. Just relax and show the problem to a tutor or the professor. If there is a correction to be made, the professor will make a note of it and correct if possible. Your score will be adjusted as necessary.
   d. Remember that you can always go back and redo the homework problems or retake a quiz.

XIV. How Do I Take An Exam?
   a. Exams are only available in the Math Center testing room. Take your picture CSID card to the front counter and signup for the exam on the testing station clipboard. The testing station staff will verify your progress, provide you with a password, provide scratch paper, and direct you to a designated computer in testing room.
   b. Give your backpack, purse, electronic devices, etc. to the testing station staff, they will store it in one of the cubbies behind the front counter.
   c. Bring your pencils, eraser, and scratch paper only to your testing station. No notes, formula sheets, calculators, headphones, electronic devices, etc.
   d. Log into Course Compass

XV. How Do I Take An Exam using CourseCompass
   a. In CourseCompass, select your Math course.
   b. Click on Take an exam in the course menu.
   c. Scroll down through the list to find the exam you want to take. If it is not visible, see the testing station staff. To start the exam, just click on the visible exam.
   d. Enter the password provided by the testing station staff.
   e. The exams are timed. You are responsible for tracking your time and completing the exam before the time runs out.
   f. If you have a verified learning disability and require longer test periods, have your DSPS send the accommodation form to your instructor so that he can make appropriate testing accommodations.
   g. After you are done answering all the questions on the exam, be sure to submit it before the time limit. Double check this because your score is not recorded if you don’t click Submit.
   h. Once you are done with the exam, don’t log out. Take this opportunity to view your answers and compare them to the correct answers. Double-check the answers that are marked wrong, and make notes for future reference. This is an important part of the learning experience. If you feel that your answer is correct but was incorrectly marked wrong, show it to the Math Center assistant supervisor/supervisor for verification and correction of the score. If you don’t score at least 70% on the exam, you can retake it.
Very Important: Each exam has a prerequisite quiz associated with it. For example, to be able to take the first exam, you’ll need a score of 70% or more on the last prior quiz.

XVI. How Do I Prepare for the Final Exam?
   a. A practice final is located in CourseCompass in the Take a Quiz link. It contains 70 questions; the actual final has 60. There is a practice final with answers at the very back of the printed textbook for Math 46 and 96. There are practice final exams for sale at the City College Bookstore for a few dollars (ask the bookstore cashier for the practice final).
   b. The final is 60 multiple choice questions to be completed in two hours or less. That is an average of 2 minutes per question. So, speed is essential on the final exam.
   c. There are no books, notes, or calculator allowed on the final exam and you only get to take the final one time. The problems are specially selected so that a calculator is not necessary. So, make sure that you can do all problems with pencil and paper throughout the course. Punching everything into the calculator will not help you one bit on the final exam.
   d. Since the final is timed and cumulative, covering all the topics of the course, you’ll need to be able to quickly recognize each problem type. Spend time practicing problem recognition. Go over the sample final problem by problem. Don’t work the problems at this stage. Just see if you can identify the problem type and the solution techniques. Example: problem type would be factoring trinomials. Solution technique would be to factor using the AC method. Go over the sample final until you can identify the problem type and a solution technique for each problem on the sample final.
   e. The other essential preparation technique is - do not cram. You need to prepare for the final exam all semester long by working as many extra exercises throughout the semester as you can. This will transfer the problem solving techniques from your short-term memory into your long-term memory. If the exercise solutions are firmly stored in your long-term memory, you will quickly be able to identify the problem type and easily recall the solution technique.

XVII. How Do I get help?
   a. If the question is related to CourseCompass, go to the home page and click on Support Center under Need Help? The link CourseCompass Student Help provides several online help documents. The link Contact Customer Technical Support takes you to the link http://247pearsoned.custhelp.com which proves many ways to get help including live chat.
   b. If the question is related to the course, check the student handbook (posted in course compass, click on syllabus/student handouts, select student handbook) and other online course documents. You may email the Math Center supervisor, Kate Woodward at kwoodwar@sdccd.edu make sure that you provide your first and last name, your CSID number, the course name, and your Math Center ID number.

Just a reminder.
Math 38 students are expected to devote a required 12 hours per week studying for this course: 4 hours of general study, and 8 hours of traceable CourseCompass time. At least 4 of these hours must be in the Math Center, L208.
Math 46/96 students are expected to devote a required 15 hours per week studying for this course: 5 hours of general study, and 10 hours of traceable CourseCompass time. At least 5 of these hours must be in the Math Center, L208.
Failure to meet these attendance requirements will result in attendance probation. Two consecutive or three total probations will mean withdrawal from the course. If you want to succeed, you will need to devote adequate time to this course on a consistent basis.