

# Emporium Instructor Tips and End of Course Procedures

## Emporium Instructor Tips

Please read over “What I should do before the first day of class” (on Instructor Website).  
Please read over the current syllabus.

- 1) Instructors may want to guide where students sit for each class. See floor plan on website.  
Emporium website: <http://www.math.kent.edu/~kellerma/emporium/> Some classes are at 120, some are at 240.
  - 2) The browsers will be “open” for the first week of classes allowing students access to their flashline accounts. Since passing out 240 papers seems unrealistic, please save your syllabus and 10 digit course codes as a PDF file. Students can open only PDF files in the emporium lab. You may want to place your syllabus on My courses Files or Vista. I place a special PDF file for each section rather than placing the codes on the syllabus.
  - 3) Be proactive. Be attentive and courteous to everyone including: grad students, academic success tutors, students and other NTT assistants.
  - 4) Assign your *grads* to your ALEKS courses. You can share your courses to TA accounts. You can group your students for the TAs to view reports. TA accounts will be read only. Use advance options found on the home tab in ALEKS.
  - 5) Check weekly progress reports, time and topic reports. Note who is lagging and start emailing them to attend class and work on topics at home (*grads can assist for their assigned groups of students*). Students can’t finish the course if the report is suggesting they will finish the course in fifteen weeks! When necessary, see students in person for more guidance and help. See target numbers on instructor website. You may want to post the target numbers on My Courses Files or Vista. It will be located on the emporium computers (help icon).
- Delegate some of these tasks to you assigned grad students.
- 6) See what students are working on as you “walk” around. Perhaps have them display their report. Some students are unaware of the meaning of the “blue bar” and “green bar”.
  - 7) Students ids should be displayed at the beginning of the semester and during the comprehensive final assessment. Periodically check the id to the person’s name on the screen during the middle of the course.
  - 8) No notes while taking any assessment! Please check for this as you observe your class. We need to be consistent!
  - 9) If a student gets done with the ALEKS course early, assign them the comprehensive final. If they are satisfied with their grade and want to start the next course fill out the emporium course change form and send them to Lindsey Millan. She will create an open learning section for your time slot. She will also create the new ALEKS course. Keep the form for your records so you know the end date for each student. (Form can be found on instructor website or in bottom drawer near first aid kit by main help desk.)
  - 10) We will have cross over sections for Fall 13 but for only 00023-24 students.

**SAS-** Students may need more time than 90 minutes to take the comprehensive assessment. If they make an appointment with SAS, they need to inform the instructor so you can set the date and extend the average time of 90 minutes to 180 minutes or longer for that student. SAS will have a locked down browser.

## End of Course Procedures-

1) *Please give two chances for the comprehensive final assessment.* When: at the end of 7th week, and beginning of the 8th week. The average ALEKS time to do this assessment is 90 minutes. See sample syllabus for dates.

*Monday and Wed classes:* First chance on the Monday of the 8th week, and second chance on the Wed of the 8th week. *Tuesday and Thursday classes,* take exam Thurs of the 7th week for first chance and Tuesday of the 8th week for the second chance. See sample syllabus for dates.

2) Please do not assign the comprehensive assessment for H1 in H2. H1 course work needs to be completed by *the end of h1 session.*

3) Check ids as they take the comprehensive assessment. Perhaps have the student keep id out during the entire exam. (This will distinguish between final exam takers vs. learning mode.)

4) Once everyone has completed the final exam please assign the grades and type them into flashline.

5 Notify the student (email) if they need to repeat the course. There will be no “special” repeat courses created in H2.

6) Download the time and topic, and full progress reports for each section. If you don't want to dl the reports, at least print them out! Records are copied from one course to another as soon as the student types in the new 10 digit course code. Be sure your grades are typed into flashline before you give out the new 10 digit code. As of Fall 12, ALEKS records stay within the course!

7) **H2 – repeat courses** - The repeat course may not automatically create an initial assessment. Have them work on the pie! In theory, if you *drag or drop* the student the pie will follow otherwise if you give them the new ten digit course code an initial assessment will occur.

You may call **ALEKS tech support 714-619-7090** to move their pies or send a list to **support-admin@aleks.com** (preferably) or **biff@aleks.com** or **swiedeman@aleks.com**

When calling ALEKS please ask for advanced solutions. I had success with Rosie Varney or Sean Wiedeman.

8) Please fill out the grade distribution and email it to **kellerma@math.kent.edu**. A sample form is on the website at <http://www.math.kent.edu/~kellerma/emporium/>