

## What should I do *before* the first day of class?

- 1) Email your students before the first day of school: (See website if you do not know how to use Flashline email.)

Here is a sample message:

Welcome to Basic Algebra I - IV. On *Mon, xx xx xx* our class meets in the Library, 2<sup>nd</sup> floor 210, called the Math Emporium at 12:05pm. Please be prepared for class by printing your syllabus found in the email attachment or Login to Flashline, go to Student Tools, then My Courses, select the Basic Algebra Course, then select Files link on the left. To access the ALEKS course you will need a ten digit course code found on Flashline, My Courses, Files. You will need your flashline login and password. Please bring your photo ID every day to class. Do not bring calculators. ALEKS will provide the calculator as needed. Put all cell phones away during assessments. All ALEKS users will pair their account in Flashline. The initial assessment is very important to the course which happens the first day of school. Please listen to instructions.

*Mary Kellermann*

- 2) Customize your syllabus. Make certain to include all the details that you see on the sample course syllabus. Please put the 10 digit ALEKS course code on your syllabus or a separate file for each Basic Algebra Course section. Please post syllabus on Flashline, My Courses, files or Vista as a **PDF file**. The math emporium computers can open only **PDF files**. Perhaps make a short syllabus of important facts. You might want to post target numbers and student tips for getting the grade that they want.
- 3) Please post links to cheating and plagiarism link, and tutoring link on Flashline, links or Vista. You may place these links on the syllabus. (See instructor website for links!)
- 4) Please post the tutoring flyer on Flashline or Vista. The academic success center customizes the tutoring for Basic Algebra courses.

## What should I do *on* the first day of class?

- 5) Discuss the syllabus; mention the course requirements found on the *syllabus*. Tell them that you posted the syllabus on Flashline or Vista. Have them open up the syllabus as a **PDF file** in the emporium. I would suggest that students work on their pie at least 6 hrs per week (3 hrs in class and 3 hrs outside of class). To be successful, students should work on at least 20-25 topics per week. See course requirements on the current syllabus found on instructor website. Most classes meet 100 minutes, so we should have more time to explain the course on the first day. The computers can open any web site during the first week of each session.
- 6) Register your students (see SSO procedures document). You may need to print out the 10 digit course code (at least for the assistants). They should be able to open your syllabus (as a **PDF file**) during the first week of school. After registration, there will be a short tutorial followed by the initial assessment. Stress that they should take this assessment seriously, and sparingly use the "I don't know button". Average time for the initial assessment is 90 minutes.
- 7) Print a copy of your class roster. Bring it to class so that you can take attendance while they are taking the initial assessment. Print out several copies for the tutors and grad assistants. Check ids as they are taking the initial assessment. Minimally, check id with screen name on the computer.
- 8) Make a list of students who are absent. See instructor website for an attendance sheet. If they do not show within a week, use the early alert and give them an NF grade.
- 9) Make a list of students whose names do not appear on your roster. I would recommend them to immediately look up their current schedule to find out where they really belong!
- 10) Suggest that your students verify that they are enrolled in the appropriate consecutive half semester sessions.