

## **What should I do before the first day of class Spring 13?**

- 1) Email your students using the following procedure:  
Log on to your Flashline home page and Click on My Courses.  
Click on the correct section.  
Click on E-mail under Course Tools, then follow the instructions.

Here is a sample message:

Welcome to Basic Algebra I - IV. On Mon, Jan 14, 2012 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. To access the ALEKS course you will need a ten digit course code found on the syllabus or My Courses, Files. You will need your flashline login and password. Please bring your photo ID on the first day of class. You will need to bring your photo ID everyday. Do not bring calculators or other electronic devices. Put all cell phones away during class. All ALEKS users will pair their account in Flashline. (Login at ALEKS.com will no longer be used.)

*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 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.
- 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. Hopefully we will get a flyer for MSB 156.

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

- 5) Discuss the syllabus; mention the course requirements found on the new Fall 12 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 new Fall 12 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. (Your roster is found on your Flashline account under Faculty Tools.) 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. It may be too time consuming to take attendance with a printed roster.
- 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.