

Class Procedures

We will use WebAssign exclusively for this course. Blackboard will only be used for additional resources as determined by your instructor.

1. On the first day of class, March 30th, you will return to “class” via WebAssign. If you have not been using WebAssign, then you will be able to use it at no cost for the remainder of the semester. Please contact your instructor for the class key so that you can register as soon as possible.
2. If you scroll to the bottom of your WebAssign home page you will find Resources. If you click to open the resources, then you will find the PowerPoints and the lecture videos from the publisher for each section. It is recommended that you watch the corresponding resources for the section that you are currently studying prior to attempting the homework.
3. A new/updated course calendar has been provided. I strongly suggest that you follow the course calendar and work on one section each day for **at least** four days each week. The homework is designed to help you learn the material, with 5 attempts at each problem. The quizzes are designed to help you test your knowledge of the material. The exams are a major portion of your grade so be sure to log on and complete your exams during the times that they are open. Your exams will only be open for one 24 hour period and are not eligible for extensions.
4. Semester Exams: each of the 2 remaining semester exams are timed exams. Once you click on the exam, you will have 2 hours to finish approximately 20 questions. Once you start the exam, the timer begins and keeps running 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**” without the quotes. These exams will appear only on the due date so stay connected to your calendar.
5. Retake Exams: we still have two semester exams and therefore we will have two retake exams. These exams will be on the same schedule as your initial calendar dates but will now take place entirely on WebAssign with no need to schedule nor go to the campus. Each of the 2 remaining retake exams are timed exams. Once you click on the exam, you will have 2 hours to finish approximately 20 questions. Once you start the exam, the timer begins and keeps running even if you log out, so be sure that you have an uninterrupted two hours before you click on the exam. The retake will appear on your WebAssign homepage on the scheduled date with password “**retake**” without the quotes. WebAssign will automatically keep the higher of your two grades in the category of each semester exam. These exams will appear only on the due date so stay connected to your calendar.
6. **Try to keep up with the calendar on the syllabus.** We cover three or four sections per week. There are **no extensions** on quizzes or exams without a documented reason, so you need to keep up on the work so that you will be ready for the exams

when they come.

- You can get extensions for the homework assignments.** You have one week (7 days) from the due date to request the extension. Once you have requested the extension, you will only have two days from the time you accepted the extension to complete the assignment. Take note not only of the new due date, but also of the new due **time**. If you request the extension on the 7th day after the due date, then you will only have that day to complete the assignment. In order to request the extension, once the assignment due date has passed, click on Past Assignments and then click on “Ask for Extension”. **If you view the answer key first, then the system will not let you request the extension.** Homework extensions will come with no penalty for the remainder of the semester. The best thing to do is to get your work done on time. If you rely too much on extensions, then you will fall too far behind and not be prepared for the exams when then come. You cannot ask for extensions after dead day, May 8th, 2020.
- Workshop:** your workshop attendance will depend on your attendance for the past 8 weeks. Your workshop attendance grade will be as followed.

Workshop Attendance- grade (5% of overall grade)

7 = 100

6 = 90

5 = 80

4 = 70

3 or less = 0

You will still have the support from the workshop, but it will now be completely on Blackboard. Your Blackboard workshop shell will consist of resources for your own benefit. Each week will consist of a PowerPoint and worksheets with solutions. The tab, “Resource Videos”, contains videos that you can also access for more help.

I hope this will help you get started in the updated course. You should be able to start working on the WebAssign assignments beginning on Monday, March 30th. Please log in no later than 3/30 and start working on your assignments.

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